

Elk Grove High School - Associated Student Body Request for Item Maintenance Setup

This form is to be used to add an item sold using the BlueBear Tracks computer program. Please be sure to complete all areas and submit the completed form to the Controller's Office at least 5 working days prior to the beginning date of the sale. For large events such as dances, prom, ball, your group will be charged \$10 per hour (approximately \$40 per day – 2 lunches/2 salesperson per lunch) for the Tracks Sales team on the days of anticipated high volume sales (generally 3 to 4 days.)

Date of request: _____

ASB Club/Account Number responsible for sale: _____ - _____

Name of ASB Club/Account responsible for sale: _____

Beginning date of sale: _____

Ending date of sale: _____

Name of item being sold: _____

For items being sold or entry to events:

EGHS Students w/ASB \$_____ EGHS Students w/o ASB \$_____

Youth tickets \$_____ Adult tickets \$_____ Senior tickets \$_____

For dance tickets:

Singles: EGHS w/ASB \$_____ EGHS w/o ASB \$_____

Couples: EGHS w/ASB \$_____ EGHS w/o ASB \$_____

Dance guests allowed: No Yes - Guest forms will be available and processed week 2 and 3 prior to event only.

For clothing items - Are sizes to be tracked? No Yes, sizes available (circle)

S M L XL XXL

Signature of Club/Account Advisor: _____

Approved by Principal: _____

FOR CONTROLLER'S USE ONLY:	
Tracks processed:	Date _____ Initials _____