| Brighton Central School Fund Raising Requ | orm $\quad \square$ Approved | Declined $\quad$ Pending B |
| :---: | :---: | :---: |
| Department: $\square$ Co-Curricular | - Athletics | $\square$ VPA |
| Club/Organization: |  |  |
| Purpose: $\quad \square$ Fund Raising Event | - Service Project |  |
| ```Transportation: }\square\mathrm{ Not Required \square Other (explain)``` | District Request <br> (complete request form) | - Student <br> (complete permission forms) |
| Requested Date: |  |  |
| (Start date) |  | (End Date) |
| Location of Requested Event: |  |  |
| - Complete Facilities Use Form (See BCSD.org) as needed. |  |  |
| Description of requested activity. (Attach | documents as needed) |  |

$\qquad$

Please include information on planned advertising (Attach documents as needed) $\qquad$
$\qquad$

Anticipated number of students involved: $\qquad$
Number of adult chaperones required: $\qquad$ (NOTE: Adult: Student Event Ratios)
1:5 Active "curb-side" advertising/selling 1:10 Active Events (ex. car wash) 1:20 Passive Events (ex. tabletop sales/booths)
Description of supervision plan (Attach a document as needed): $\qquad$

Faculty/Staff Advisor: $\qquad$ (print)
(signature)

Student Leader:
(print)
(signature)

Chief Faculty Advisor/Director of Athletics/Director of VPA: $\qquad$
(signature)
$\qquad$ Received Date: $\qquad$

Section 1: Projected Income. Fill in all that apply to your planned activity.
Ticket Cost: $\qquad$
Item Cost:
Donation Amount: $\qquad$

Section 2: Projected Expenses. Please itemize your planned expenses by category and amount.

| Category | Specific Item | Planned Cost |
| :--- | :--- | :--- |
| Material Goods <br> (decorations, t-shirts, etc) |  |  |
| Service Providers <br> (DJ, Photographer, Guest <br> Speaker, etc) |  |  |
| Food Items |  |  |
| Rental Fees |  |  |
| Transportation/Travel |  |  |
| Prizes/Gifts |  |  |
| Sales Tax <br> $4 \%$ Clothing <br> $8 \%$ All other |  |  |
| Other |  |  |

## Section 3: Project Profits (after expenses):

Advisor

Advisor

Club President

Club Treasurer

