

rec'd 11/30/22

**Brighton Central School Fund Raising Request Form**     **Approved**     **Declined**     **Pending BOE**

Department:     Co-Curricular                       Athletics                       VPA

Club/Organization: Student Council 2023

Purpose:     Fund Raising Event     Service Project

Transportation:  Not Required                       District Request  
(complete request form)                       Student  
(complete permission forms)

Other (explain)

Requested Date: 10/8/22                      10/8/22  
(Start date)                      (End Date)

Location of Requested Event: Bits Parking lot  
 Complete Facilities Use Form (See BCSD.org) as needed.

Description of requested activity. (Attach documents as needed) A car wash at the Bits parking lot washing cars with soap and water, as well as using towels to dry them.

Please include information on planned advertising (Attach documents as needed) social media, email, PISA Facebook, word of mouth, and posters

Anticipated number of students involved: ~20

Number of adult chaperones required: 1 (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): Mrs. O'Shea would supervise the event

Faculty/Staff Advisor: Kerri O'Shea                      Kerri O'Shea  
(print)                      (signature)

Student Leader: Hannah Leichter                      Hannah Leichter  
(print)                      (signature)

Chief Faculty Advisor/Director of Athletics/Director of VPA: Ashley C. Edwards  
(signature)

Submission Date: \_\_\_\_\_ Received Date: \_\_\_\_\_

## FUND RAISING ACTIVITY: EXPENSES WORKSHEET

**Section 1: Projected Income . Fill in all that apply to your planned activity.**

Ticket Cost: \_\_\_\_\_ 0 \_\_\_\_\_  
 Item Cost: \_\_\_\_\_  
 Donation Amount: donations accepted

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

Category	Specific Item	Planned Cost
Material Goods (decorations, t-shirts, etc)	soap buckets hose - donated/provided	\$10.00
Service Providers (DJ, Photographer, Guest Speaker, etc)		
Food Items		
Rental Fees		
Transportation/Travel		
Prizes/Gifts		
Sales Tax 4% Clothing 8% All other		
Other		

**Section 3: Project Profits (after expenses):** \_\_\_\_\_

Keri Oles  
 Advisor

Pam Gault  
 Club President

\_\_\_\_\_  
 Advisor

Nannah Ventur  
 Club Treasurer

Brighton Central School Fund Raising Request Form  Approved  Declined  Pending BOE

Department:  Co-Curricular  Athletics  VPA

Club/Organization: Key Club

Purpose:  Fund Raising Event  Service Project

Transportation:  Not Required  District Request (complete request form)  Student (complete permission forms)  
 Other (explain)

Requested Date: 9/24/22 (Start date) 9/24/22 (End Date)

Location of Requested Event: BHS Parking Lot  
 Complete Facilities Use Form (See BCSD.org) as needed.

Description of requested activity. (Attach documents as needed) Car wash

Please include information on planned advertising (Attach documents as needed) Enews, Key Club social media, flyers at school

Anticipated number of students involved: 10

Number of adult chaperones required: 1 (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): I will be in parking lot

Faculty/Staff Advisor: A. Doyle  
(print)

Andrea Dof  
(signature)

Student Leader: Bill Chang  
(print)

Bill Chang  
(signature)

Chief Faculty Advisor/Director of Athletics/Director of VPA: Ashley C Edwards  
(signature)

Submission Date: \_\_\_\_\_ Received Date: \_\_\_\_\_

## FUND RAISING ACTIVITY: EXPENSES WORKSHEET

**Section 1: Projected Income . Fill in all that apply to your planned activity.**

Ticket Cost: Donation  
 Item Cost: \_\_\_\_\_  
 Donation Amount: \_\_\_\_\_

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

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

**Section 3: Project Profits (after expenses): \_\_\_\_\_**

Andrew Doyle  
 Advisor

Janvisca Mande  
 Club President

\_\_\_\_\_  
 Advisor

Bill Cheney  
 Club Treasurer