



# Waukesha West Event and Fundraising Request Form

Please fill out and present this to the athletic and activities assistant for approval at least two weeks prior to the event.

Name of organization \_\_\_\_\_

Coach or advisor \_\_\_\_\_

Dates \_\_\_\_\_ to \_\_\_\_\_ Company used \_\_\_\_\_

Type of fundraiser or event:

\_\_\_\_\_ In school \_\_\_\_\_ Out of school orders taken  
\_\_\_\_\_ Community service (i.e. food drives, clothing drives, etc.)

Description of the items to be sold or used for fundraiser or event. Make sure to include samples of the clothing, the shirt slogans, etc.

Items needed for the event or fundraiser:

\_\_\_\_\_ Table and if so, where? \_\_\_\_\_  
\_\_\_\_\_ Facility usage \_\_\_\_\_ (i.e. cafeteria, media center, etc.)  
\_\_\_\_\_ Cash box

\_\_\_\_\_  
Coach or advisor signature

\_\_\_\_\_  
Athletic and activities assistant signature

\_\_\_\_\_  
Assistant principal signature

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Denied

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## SALES INFORMATION (Completed at end of sale)

Total Expenses: \_\_\_\_\_

Total Revenue: \_\_\_\_\_

Net Profit: \_\_\_\_\_

Deposited: \$ \_\_\_\_\_ Account Name: \_\_\_\_\_

How many participants: \_\_\_\_\_

According to school board policies 1314 and 3400, all monies generated must be deposited into an established student activity account (SAA). Expenses are to be paid through purchase orders by a school issued check by the athletic /activities assistant from the SAA.