

# SEATTLE PUBLIC SCHOOLS ASB Activity Approval Form

FOR ASB COUNCIL USE ONLY	
<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED

A. Student Group - Is this a fundraiser?  yes  no

School or Program Name: Franklin High School		
Group Name: ASB Annual	Cost Center Number: FR71030	
Proposed Fundraising Activity: Produce and sell the 2013 Tolo during the 2013 school year. To qualify as a tax exempt non-profit fundraising activity, the annual will have limited selling periods (June, 2012, September 2012, December 2012, March 2013 and June 2013) each lasting no more than a 2 week period.		
Intended Use of Profits: Split net profit between ASB General and the Annual Club; The Annual club will use its portion of the net profit as start-up funds for the following school year and an end of year wrap celebration for the Annual staff.		
ESTIMATED: Revenue \$ 20,000	Less Expenses \$ 19,000	Equals Profit \$ 1,000
Is this a co-sponsored activity? <input checked="" type="checkbox"/> no <input type="checkbox"/> yes, attached is a copy of the agreement		
Proposed Starting Date: 6/4/2012	Proposed Ending Date: 6/13/2013	
3-15-2012 Date Event Received Group Approval	<i>Olivia Year</i> Signature of Group's Student Representative	<i>Paige Turner</i> Signature of Group's Activity Advisor

## B. ASB Council

Proposal received: 3/16/12	Proposal reviewed: 3/23/12	Was a quorum present? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<i>Abbey Council</i> Printed Name of ASB Council Representative	ALVIN COMPUTER Printed Name of ASB Activities Coordinator	<i>Patricia Portner</i> Printed Name of Principal
<i>Abbey Council</i> Signature of ASB Council Representative	<i>Alvin Computer</i> Signature of ASB Activities Coordinator	<i>Patricia Portner</i> Signature of Principal

## C. Sales Analysis

Variances greater than 25% require an explanation be attached

	Proposed	Actual	Variance	%
Units of merchandise purchased	500	500	0	0
Units returned to vendor	100	0	0	0
Net units available for sale	400	500	100	25
Selling price per unit	\$ 50.00	\$ 55.00	\$ 5.00	10
Gross Sales	\$ 20,000.00	\$ 27,500.00	\$ 7,500.00	38

JUNE 20, 2013  
Date Analysis Prepared

*CARRIE VINE*  
Signature of Student Preparer

*Vernon Gunderson*  
Signature of Activity Advisor

## D. Profit Analysis

Variances greater than 25% require an explanation be attached

	Proposed	Actual	Variance	%
Purchase cost of merchandise	\$ 15,000.00	\$ 21,000.00	\$ 6,000.00	40
Other cost - adverting flyers	\$ 200.00	\$ 150.00	\$ -50.00	-25
Other cost - print add	\$ 200.00	\$ 100.00	\$ -100.00	-50
Other cost - supplemental printing	\$ 3,500.00	\$ 4,000.00	\$ 500.00	14
Other cost - end of year wrap celebration	\$ 100.00	\$ 200.00	\$ 100.00	100
Expense Total	\$ 19,000.00	\$ 25,450.00	\$ 6,450.00	34
Net Profit	\$ 1,000.00	\$ 2,050.00	\$ 1,050.00	105

June 20, 2013  
Date Analysis Prepared

*Floyd Filler*  
Signature of Student Preparer

*Vernon Gunderson*  
Signature of Activity Advisor

## E. Deposit Confirmation

\$ 27,665	6/25/2013	Freda Fancy	<i>Freda Fancy</i>
Total Deposited	Date Deposits Confirmed	Printed Name of Fiscal	Signature of Fiscal

# SEATTLE PUBLIC SCHOOLS

## ASB Activity Approval and Reconciliation Form

Section: For ASB Council Use Only

- Check off box for easy identification

Section A: Student Group – Completed by the student group seeking ASB Council’s approval

- Is the activity a fundraiser? If yes,  
Sections C & D are required AFTER receiving ASB Council approval and BEFORE the event begins
- School or Program Name – name of program or school
- Group Name – club name, class designation
- Cost Center Number – assigned ASB cost center
- Proposed Fundraising Activity – clearly describe proposed event
- Intended Use of Profit – briefly explain how the proceeds will be used
- Estimated Revenue, Expenses and Profit – provide anticipated amounts to be generated from the event
- Co-sponsorship – if the event will be co-sponsored with the official parent organization, indicate yes or no
  - If yes, attach a copy of the written agreement between the two parties
- Proposed Starting and Ending Dates – anticipated dates the fundraiser will begin and end
- Group signatures and approvals
  - Indicate date the proposal received group approval
  - Form is signed by a student representative of the group, preferably the President, Secretary or Treasurer
  - Form is signed by the group’s adult advisor (i.e., Advisor, Coach)
  - Submit group approved proposal to ASB Council

Section B: ASB Council – Completed by the ASB Student Council

- Provide the meeting date the ASB Council first receives the activity proposal
- Provide the meeting date the ASB Council acted upon the proposed activity (i.e., approved or denied)
- Indicate whether a quorum was present at the meeting
- ASB Council’s signatures and approvals – printed name and signature required for each
  - ASB Council Representative
  - ASB Activities Coordinator
  - Principal

Section C & D: Sales & Profit Analysis – completed if the activity is a fundraiser

- Before the activity begins –
  - Student group and advisor complete the “proposed” columns of both sections
- After the activity ends –
  - Student group and advisor complete the “actual, variance and %” columns of both sections
- Both student and advisor completing sections C and D sign as preparers activity ends –
  - Both student and advisor completing sections C and D sign as preparers

Section E: Deposit Confirmation – completed if the activity is a fundraiser

- Fiscal Specialist confirms proceeds from the fundraising activity were deposited into the District’s ASB Fund

The completed document is filed with the Fiscal Specialist’s financial records.

Tips –

- Student group making the proposal documents the discussion and approval of the activity in its meeting minutes
- The proposed fundraising activity should be presented to the ASB Council at least 2 full weeks before the anticipated start date of the activity (each ASB Council may defined its own time period for presentation and approval).
- A representative of the student group proposing the fundraiser should be present at the ASB Council meeting to respond to questions that may arise concerning the proposal