SEATTLE PUBLIC SCHOOLS
ASB Activity Approval Form

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? ☐ no ☒ yes, attached is a copy of the agreement

Proposed Starting Date: 6/4/2012
Proposed Ending Date: 6/13/2013

B. ASB Council

Proposal received: 3/16/12
Proposal reviewed: 3/23/12

Abbey Council
Printed Name of ASB Council Representative

ALVIN COMPUTER
Printed Name of ASB Activities Coordinator

Was a quorum present? ☒ yes ☐ no

C. Sales Analysis

Variance greater than 25% require an explanation be attached

<table>
<thead>
<tr>
<th>Units of merchandise purchased</th>
<th>Proposed</th>
<th>Actual</th>
<th>Variance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Units returned to vendor</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Net units available for sale</td>
<td>400</td>
<td>500</td>
<td>100</td>
<td>25</td>
</tr>
<tr>
<td>Selling price per unit</td>
<td>$ 50.00</td>
<td>$ 55.00</td>
<td>$ 5.00</td>
<td>10</td>
</tr>
<tr>
<td>Gross Sales</td>
<td>$ 20,000</td>
<td>$ 27,500</td>
<td>$ 7,500</td>
<td>38</td>
</tr>
</tbody>
</table>

Date Analysis Prepared: June 20, 2013

CARRIE VINE
Signature of Student Preparer

Vernon Gunderson
Signature of Activity Advisor

D. Profit Analysis

Variance greater than 25% require an explanation be attached

<table>
<thead>
<tr>
<th>Purchase cost of merchandise</th>
<th>Proposed</th>
<th>Actual</th>
<th>Variance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 15,000.00</td>
<td>$ 21,000</td>
<td>$ 6,000</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Other cost - advertising flyers</td>
<td>$ 200.00</td>
<td>$ 150.00</td>
<td>$ 50.00</td>
<td>25</td>
</tr>
<tr>
<td>Other cost - print add</td>
<td>$ 200.00</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
<td>50</td>
</tr>
<tr>
<td>Other cost - supplemental printing</td>
<td>$ 3,500.00</td>
<td>$ 4,000.00</td>
<td>$ 500.00</td>
<td>14</td>
</tr>
<tr>
<td>Other cost - end of year wrap celebration</td>
<td>$ 100.00</td>
<td>$ 200.00</td>
<td>$ 100.00</td>
<td>100</td>
</tr>
<tr>
<td>Expense Total</td>
<td>$ 19,000</td>
<td>$ 25,450</td>
<td>$ 6,450</td>
<td>34</td>
</tr>
</tbody>
</table>

Date Analysis Prepared: June 20, 2013

Floyd Siller
Signature of Student Preparer

Vernon Gunderson
Signature of Activity Advisor

E. Deposit Confirmation

$ 27,400.00 6/25/2013 Freda Fancy

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

ASB_Activity_Approval_Reconciliation_Form rev: 3/27/12)