



SDHS Function (In-Season)
Booster Function (Out of Season)

SAN DIMAS HIGH SCHOOL REQUEST FOR EVENT DATE / FUNDRAISING PROJECT

CHECK THE SCHOOL CALENDAR BEFORE YOU SUBMIT THIS FORM!

Must be submitted 3 days in advance for approval and 2 weeks in advance for field trips.

Calendar/Date Request Portion		How can we notify you that your request was approved?	
Club/Sport _____		Email? Phone? _____	
Event/Project _____			
Date	Start Time	End Date	End Time
Location Requested _____		Notes to the Finance Office: _____	

- - - - - **Fill in the top or the bottom portion, not both!!!** - - - - -

Calendar/Fundraiser Request Portion		How can I notify you that your request was approved?	
Club/Sport _____		Email? Phone? _____	
Event/Project _____			
Date	Start Time	End Date	End Time
Location Requested _____		Notes to the Finance Office: _____	
Estimated cost of the event: _____		Is this included in your budget?	
Admission charge or cost per item?	If yes, how much? \$ _____	/person or item	
Do you need a cashbox?	Do you need tickets?	If yes, how many? _____	
If yes, how much start up would you like? _____	When would you like to pick it up?		

REVENUE POTENTIAL: Please Estimate		
Description of items sold:	Description of items bought:	
_____	_____	Total Sold \$ _____
_____	_____	(-) Total Bought \$ _____
_____	_____	Potential Profit: \$ _____

ALL REQUESTS MUST HAVE THIS PORTION COMPLETED:		CALENDAR REQUEST	
Please type your name, <u>this is your digital signature</u> , and turn into the ASB Director's box and they will get the assistant principal's signature:			
Club Advisor/Coach _____	Date: _____	Club President _____	Date: _____
Assistant Principal _____	Date: _____	ASB Director _____	Date: _____