

RIVERVIEW GARDENS

SCHOOL DISTRICT

STUDENT ACTIVITY REQUEST FORM

Name of School: _____

Permission is requested to perform the following :

Form A New Student Club

Student Fundraiser

Student Activity

Specific purpose of Club or for which the net proceeds are to be used (provide as much detail as possible - attached additional documentation if applicable):

Begin Date: _____

End Date: _____

Estimated budget for this fundraiser:

Gross Sales: _____

Expenditures: _____

I _____ have requested permission to start a new student club or perform a student activity fundraiser.
_____ is designated as the staff record keeper and will be responsible for the preparation of the
Operating Report. _____ will be responsible for the accountability of all funds collected at the
conclusion of student activities, and will submit all records and funds to the Business Office.

Staff Club Sponsor Signature: _____

Date

Record Keeper Signature: _____

Date

Principal Signature : _____

Date

Administrator : _____

Date

Business Office Use Only

Expense Account

Revenue Account