

**SEATTLE PUBLIC SCHOOLS
ASB Charitable Activity**

School's Private Money (PM) Code

Section 1 – Intended Use			
<input type="checkbox"/> Monetary Fundraiser	<input type="checkbox"/> Non-monetary Charitable Collections	<input type="checkbox"/> Both	ASB Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2 – Proposed Activity		
Group Name	Adult Contact Person	
Description of Activity		
Scheduled Dates of Activity/Event		
Marketing Materials (must be attached) *		
Anticipated Gross Income	Anticipated Expense	Anticipated Net Proceeds

Section 3 – Recipient (attach documentation such as brochure, pamphlet, invoice, etc.)		
Designated Use <input type="checkbox"/> Charitable Purposes	<input type="checkbox"/> Student Exchange	<input type="checkbox"/> Scholarship
Recipient's Name	Address	Tax ID Number

Section 4 – Required Signatures-BEFORE Activity Occurs			
ASB Student Representative	_____	_____	_____
	Printed Name	Signature	Date Signed
ASB Activity Coordinator	_____	_____	_____
	Printed Name	Signature	Date Signed
Principal	_____	_____	_____
	Printed Name	Signature	Date Signed
School Fiscal	_____	_____	_____
	Printed Name	Signature	Date Signed
ACCOUNTING'S REVIEW and APPROVAL – REQUIRED BEFORE ACTIVITY OCCURS			
<input type="checkbox"/> Advertising	_____	_____	_____
<input type="checkbox"/> Accounting	Printed Name	Signature	Date Signed