



Request for Activity/Fundraiser Approval

Please email to Kash Phillips at kasha.phillips@sanjuan.edu one week prior to event.

Note: This form must be approved prior to the event date. Advertising may occur once event is approved.

Please complete form in blue or black ink

Date this form was turned in: _____

Proposed Fundraiser/Activity: _____

Description of Fundraiser/Activity: _____

*Location of Fundraiser/Activity: _____

Date & Time of Fundraiser/Activity: _____

Item/Event Fee: _____

Requesting Club/Organization: _____

Contact Name & Email: _____

Please check one: ASB Boosters

Budget Plan (cost of item or donation): _____

Club Representative: _____
Printed Name Signature Date

Club/Teacher Advisor: _____
Printed Name Signature Date

Food Service approval: _____
Printed Name Signature Date

Student Council Rep: _____
Printed Name Signature Date

Admin Approval: _____
Printed Name Signature Date

School Controller: _____
Printed Name Signature Date

Approved / Denied _____

***For Facility reservation, please complete the Civic Permit process. Visit <https://www.sanjuan.edu/facilitiesuse>.**

revised: 10/18/23

Office Use Only
Entered into Activity Calendar: _____