



## STUDENT ACTIVITY SALES COLLECTIONS

### Club Records Only

Date of Event: \_\_\_\_\_

Activity Title: \_\_\_\_\_

Name of Organization/Club: \_\_\_\_\_

Treasurer/Financial Officer Listed on Club Registration: \_\_\_\_\_

Index Number and Financial Account to be used for Event: \_\_\_\_\_ Cost of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location: \_\_\_\_\_ Permits/Contract required: \_\_\_\_\_

What is the Admission price? \_\_\_\_\_ Collected at the Door? ☐ Yes ☐ No Collected in advance? ☐ Yes ☐ No

Food Provider: SFSC Prepared? ☐ Yes ☐ No **If prepared by SFSC, please attach a catering request.**

Group Prepared? ☐ Yes ☐ No Other? ☐ Yes ☐ No

If food is sold, what are you selling? \_\_\_\_\_

Cost per item? \_\_\_\_\_

Other Sales: \_\_\_\_\_

**Any t-shirt, cap, or button must be approved through Community Relations before activity approval. A copy of approval must be attached to this form.**

**Raffles: (see policy)**

Donation Amount: \_\_\_\_\_

Prize	Donated by	How Collected

Expected date to deposit funds: \_\_\_\_\_

Estimated profits: \_\_\_\_\_

\_\_\_\_\_  
Club Advisor (please print)

\_\_\_\_\_  
Signature of Club Advisor

\_\_\_\_\_  
Date