

# STUDENT ACTIVITY PROPOSAL

ORGANIZATION Columbia Drama ACTIVITY Concessions  
 PURPOSE Fundraiser - Refreshments for those attending performances  
 STARTING DATE 3-13-26 ENDING DATE 3-21-26

Please complete section one or two below for all money you plan to collect from fundraisers, admissions, dues, fees, sales, tickets, etc.

## Complete SECTION ONE for resale activities:

COMPANY & ADDRESS \_\_\_\_\_

COMPANY REPRESENTATIVE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ITEMS FOR RESALE	QUANTITY	UNIT PURCHASE PRICE	PROPOSED RESALE PRICE
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____

## Complete SECTION TWO for other activities:

DESCRIPTION OF ANTICIPATED REVENUE (please be specific and list details such as unit prices, estimated quantities, etc.)	PROJECTED RECEIPTS
<u>Resale of donated items - \$1.00/each</u>	<u>\$ 500.00</u>
_____	\$ _____
_____	\$ _____
DESCRIPTION OF ANTICIPATED EXPENSES	ESTIMATED COSTS
_____	\$ _____
_____	\$ _____
_____	\$ _____

Please use SIDE TWO of this form to reconcile your activity upon its completion. Admissions and ticket sales must be reconciled on a separate "Admission & Ticket Reconciliation" form. Concession stand sales must be reconciled on a separate "Concession Stand Reconciliation" form.

## CASH IN SCHOOL BUILDINGS-File: DM (Adoption date: July 23, 2001)

All monies collected are receipted, accounted for and deposited every 24 hours if possible. In the event the treasurer or person in charge of an activity is unable to deposit the money in 24 hours, the money are accounted for and deposited in the safe. The money is held no longer than three business days after receipt and the amount must be less than \$1,000.00. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

ADVISOR Michael Steyer DATE 12-09-25  
 PRINCIPAL APPROVAL Wm R. B. J. DATE 12/11/25  
 SUPERINTENDENT APPROVAL Det. F. B. DATE 12-12-25  
 TREASURER'S OFFICE Carne Spence DATE 12/11/25  
 (form revised 04/25/2022)