**Intended Purpose**

This form should be completed for P&C approved fundraising events that need to spend money in advance prior to the event and are seeking either those funds be paid by the P&C or reimbursement to the event committee members. This form is required for an executive committee of P&C committee members to approve those costs being incurred.

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| 1. **EVENT OVERVIEW** | | |
| **1.1** | **Event name & date** |  |
| **1.2** | **Brief description of the event and its goals and objectives.** *Describe in 1-2 sentences.* |  |
| **1.3** | **Name and contact details of the event committee members** *There must be at least one P&C committee member on your event committee.* |  |
| **1.4** | **Event Location** |  |

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| 1. **FUNDING REQUEST (all amounts should include GST)** | | | | |
| **2.1** | **Please Describe your Fundraising Expectation / Goal and Assumptions**  *For example we expect to raise $3000 for the P&C based on*   1. *selling 100 tickets to event X at $25 per ticket.* 2. *Selling cakes at $2 x 250* |  | | |
| **2.2** | **Please itemise all costs for running / putting on this event*****and assumptions*** *Provide details of all costs on a separate line item with volume assumptions if applicable. A full quote is not necessary, but a reasonable indicative cost needs to be provided. Include the reasoning/basis for your cost estimate. Ensure you have allowed some flexibility in case items are more expensive than anticipated.*  *For Example*  *Venue Hire Costs $300*  *Sausages – 300 \* $1 = $300*  *Buns – 300 \* 0.50 $150* | Name of Cost Category | Formula/Calculation Assumptions | Total Cost |
| *Cost A* |  | $ |
| *Cost B* |  | $ |
| *Cost C* |  | $ |
| *Cost D* |  | $ |
| Cost E |  | $ |
| Sub Total |  | $ |
| **2.6** | **Is other non-monetary P&C support required*?*** *For example, ongoing management, volunteers, lase with school, advertise on P&C Facebook Page, Newsletter, take home folders etc.* |  | | |
| **2.7** | **Please describe if there is any urgency or timing for when you need approval by.** |  | | |

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| 1. **OTHER INFORMATION**   *Please feel free to add or attach any additional information that supports this request form* |
| *If multiple people need to be reimbursed for different expenditures please describe that below* |