

**COMMUNITY EVENTS FUNDING REQUEST**

Due: February 10, 2012

Event Name: 2012 Tigard High School Drug & Alcohol Free All Night Grad Celebration  
Address: PO Box 23664  
City, State, Zip: Tigard, OR 97281-3664  
Contact Name: Debbie Walker  
Telephone Number: 503-620-4911 home 503-703-9694 cell  
E-mail address: debbie.walker@sammedical.com

1. **Request** (express in whole dollar amounts only)

**Cash** \$2,000

**In-Kind Services-hours** (use of City property, City staff support, etc. Please explain the services requested on a separate sheet) 1 hr

for Police escort of buses to I5 after graduation ceremony

**Total Request** \$2,000

2. **Purpose of Funding Request: To help off-set some of the cost of putting on this huge celebration for 300+ graduating seniors. The committee is an all parent volunteer group that has to raise all the money for the party. We get no school money for this event. The event is budgeted to cost \$27,300 this year, which goes for the rental of the site, entertainment and activities at the site, food and prizes. We have many sources of funds, coming from grad party ticket sales, fundraising events, like the Fall Fling and partnerships with local restaurants, donations from parents and local businesses and grand awards.**

3. **How will this event benefit the Tigard Community? First and foremost, this event keeps 300+ graduates safe and supervised while having an unforgettable night to celebrate their graduation. They are not on the streets drinking and driving and putting themselves in danger. This event also brings together the whole community, from parent volunteers and school staff to local business supporters and community leaders.**

4. **How many Tigard residents do you anticipate participating in this event (or these events)? We hope to have 300+ graduates at the party, along with 30-50 parent volunteers that either serve on the planning committee, volunteer to work the party or chaperone the party. We also have a community full of people that volunteer their time, money or products. It is truly a community effort!**

5. **Please submit the following information with this request:**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.\*
- d. 501(c)(3) status.\*
- e. Organization Bylaws\*

\* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

Graduation Celebration Committee  
Year to Date Income Statement  
For the Seven Months Ending January 31, 2012

	Current Year Actual	Current Year Budget	Over/(Under) Budget	Variance Percent
<b>Income</b>				
Ticket Sales	\$ 2,825.00	\$ 16,000.00	(13,175.00)	(82.34)
Donations - Corporate	1,875.00	4,500.00	(2,625.00)	(58.33)
Donations - Parent	0.00	100.00	(100.00)	(100.00)
Fundraising - Balloon Festival	1,114.00	1,000.00	114.00	11.40
Fundraising - 50/50 Raffle	1,640.00	1,000.00	640.00	64.00
Fundraising - Fall Fling	1,420.35	1,800.00	(379.65)	(21.09)
Fundraising - Restaurants	786.41	500.00	286.41	57.28
Grants - City of Tigard	2,000.00	2,000.00	0.00	0.00
Grants - Juan Young Trust	0.00	1,500.00	(1,500.00)	(100.00)
Grants - Macerich Mgmt Co	500.00	0.00	500.00	0.00
Income-Interest	14.30	0.00	14.30	0.00
<b>Total Income</b>	<u>12,175.06</u>	<u>28,400.00</u>	<u>(16,224.94)</u>	<u>(57.13)</u>
<b>Expenses</b>				
Refunds	0.00	100.00	(100.00)	(100.00)
Site Rental	500.00	4,600.00	(4,100.00)	(89.13)
Entertainment	900.00	15,500.00	(14,600.00)	(94.19)
Decorations	0.00	400.00	(400.00)	(100.00)
Food/Beverages	0.00	1,000.00	(1,000.00)	(100.00)
Gifts/Prizes	0.00	4,500.00	(4,500.00)	(100.00)
Advertising/Printing	0.00	100.00	(100.00)	(100.00)
Postage	70.00	400.00	(330.00)	(82.50)
Fundraising	0.00	200.00	(200.00)	(100.00)
Bank Fees	28.00	0.00	28.00	0.00
Donations	56.00	0.00	56.00	0.00
Miscellaneous	340.00	500.00	(160.00)	(32.00)
<b>Total Expenses</b>	<u>1,894.00</u>	<u>27,300.00</u>	<u>(25,406.00)</u>	<u>(93.06)</u>
<b>Net Income/(Loss)</b>	<u>\$ 10,281.06</u>	<u>\$ 1,100.00</u>	<u>9,181.06</u>	<u>834.64</u>

**Graduation Celebration Committee  
Income Statement  
For the Seven Months Ending January 31, 2012**

	Current Month This Year	Current Month Last Year	Year to Date This Year	Year to Date Last Year
<b>Revenues</b>				
Ticket Sales	\$ 2,825.00	\$ 0.00	\$ 2,825.00	\$ 2,790.00
Donations - Corporate	1,375.00	1,050.00	1,875.00	1,600.00
Fundraising - Balloon Festival	0.00	0.00	1,114.00	1,000.00
Fundraising - 50/50 Raffle	0.00	0.00	1,640.00	1,075.00
Fundraising - Fall Fling	411.35	0.00	1,420.35	1,010.00
Fundraising - Restaurants	460.35	0.00	786.41	0.00
Grants - City of Tigard	0.00	0.00	2,000.00	2,000.00
Grants - Macerich Mgmt Co.	0.00	0.00	500.00	0.00
Income-Interest	0.00	1.53	14.30	2.00
<b>Total Revenues</b>	<u>5,071.70</u>	<u>1,051.53</u>	<u>12,175.06</u>	<u>9,477.00</u>
<b>Cost of Sales</b>				
<b>Total Cost of Sales</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Gross Profit</b>	<u>5,071.70</u>	<u>1,051.53</u>	<u>12,175.06</u>	<u>9,477.00</u>
<b>Expenses</b>				
Site Rental	0.00	0.00	500.00	550.00
Entertainment	0.00	0.00	900.00	0.00
Postage	70.00	70.00	70.00	70.00
Bank Fees	0.00	0.00	28.00	(5.00)
Donations	0.00	0.00	56.00	0.00
Miscellaneous	0.00	0.00	340.00	0.00
<b>Total Expenses</b>	<u>70.00</u>	<u>70.00</u>	<u>1,894.00</u>	<u>615.00</u>
<b>Net Income</b>	<u>\$ 5,001.70</u>	<u>\$ 981.53</u>	<u>\$ 10,281.06</u>	<u>\$ 8,862.00</u>

For Management Purposes Only

Graduation Celebration Committee  
Income Statement  
For the Twelve Months Ending June 30, 2011

	Current Month This Year	Current Month Last Year	Year to Date This Year	Year to Date Last Year
<b>Revenues</b>				
Ticket Sales	\$ 5,080.00	\$ 4,995.00	\$ 15,655.00	\$ 14,085.00
Donations - Corporate	150.00	350.00	4,300.00	3,900.00
Donations - Parent	0.00	85.00	0.00	535.00
Donations - THS Staff	0.00	997.00	0.00	997.00
Fundraising - Balloon Festival	0.00	0.00	1,000.00	1,000.00
Fundraising - 50/50 Raffle	0.00	0.00	1,075.00	1,131.00
Fundraising - Snack Shack	0.00	0.00	0.00	987.00
Fundraising - Fall Fling	0.00	0.00	1,390.25	826.23
Fundraising - Restaurants	0.00	232.99	0.00	232.99
Fundraising - Photography	42.00	0.00	42.00	0.00
Grants - City of Tigard	0.00	0.00	2,000.00	2,000.00
Grants - Juan Young Trust	0.00	0.00	1,500.00	1,500.00
Income-Interest	1.90	0.00	15.72	0.54
<b>Total Revenues</b>	<u>5,273.90</u>	<u>6,659.99</u>	<u>26,977.97</u>	<u>27,194.76</u>
<b>Cost of Sales</b>				
<b>Total Cost of Sales</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Gross Profit</b>	<u>5,273.90</u>	<u>6,659.99</u>	<u>26,977.97</u>	<u>27,194.76</u>
<b>Expenses</b>				
Refunds	0.00	100.00	0.00	150.00
Site Rental	0.00	0.00	5,500.00	5,050.00
Entertainment	0.00	2,760.00	12,725.00	12,625.00
Decorations	204.40	67.09	613.49	508.86
Food/Beverages	1,232.22	704.39	1,263.52	704.39
Gifts/Prizes	1,323.39	1,531.54	3,693.76	4,214.88
Advertising/Printing	300.00	0.00	300.00	0.00
Postage	0.00	0.00	378.00	334.00
Fundraising	0.00	0.00	197.66	528.50
Volunteer Expense	119.85	187.16	119.85	187.16
Bank Fees	0.00	0.00	0.00	27.32
Miscellaneous	0.00	15.28	0.00	767.78
<b>Total Expenses</b>	<u>3,179.86</u>	<u>5,365.46</u>	<u>24,791.28</u>	<u>25,097.89</u>
<b>Net Income</b>	<u>\$ 2,094.04</u>	<u>\$ 1,294.53</u>	<u>\$ 2,186.69</u>	<u>\$ 2,096.87</u>

*2 Year Income Statement - Final*

For Management Purposes Only