

2009-2010

SMCHS CLUB FUNDRAISING ACTIVITY REQUEST FORM

Please submit this completed request form to the Activities Office for Administrative review and approval before any other planning for the fundraising event takes place. The Administrative Board must consider many variables when considering requests and there is no guarantee that a fundraising request, even if it is a repeat event, will be approved. Please submit requests at least 30 days prior to date of activity.

Name of Group: _____

Department: _____ Date Submitted: _____

Name of Club Moderator: _____ Phone / Ext: _____

Moderator Signature: _____ E-Mail: _____

Please describe the following in detail (i.e., a prize drawing, type of sale, who will be solicited, etc.):

New Event Repeat Event

Activity Requested: _____

Date: _____ Time: _____ Location: _____

Methods of Promotion: _____

How many students will be involved? _____ Number of adults for supervision? _____

What school facilities will be required? _____

Anticipated Net Revenue: \$ _____ Anticipated Expenditures: \$ _____

Anticipated Cost to Participating Individual or Family: \$ _____

What will the funds be used for? _____

*******Please read and follow the guidelines below. It is important that this information be communicated to everyone involved with your fundraiser.*******

- ❖ On an annual basis, every fund raising activity must be requested, approved and placed on the school calendar. You must complete a Fundraising Activity Form for each and every event, even if your program has sponsored or participated in the fund raiser in the past years. *Requests for community service related activities will also be processed through Campus Ministry for appropriate scheduling.*
- ❖ It is your responsibility to make sure that EVERY donation to SMCHS is reported to the Advancement Office so that the donor receives the proper tax documentation. We also recommend that you send a personal thank you.
- ❖ Food items to be sold as a fund raiser will not be permitted during lunch periods. Free dress and phone card fund raisers are also not permitted.
- ❖ The Student Services Office will not process facility requests for your event until the fund raiser has been approved. You will receive this original request back after it has been reviewed and approved/not approved by the Administrative Board.
- ❖ Completed forms should be turned into the Activities Office or faxed to 949-766-6040. If you have any questions, please call the Activities Office at 949-766-6046 or e-mail kretzmerb@smhs.org. Thank you & Good Luck!

OFFICE USE ONLY:

Date Received in Office: _____

Approved Not Approved Signature: _____ Date: _____

Comments: _____

Sent to Chair/Contact Person Copy into the FR Book Entered into the computer