

Spartan Boosters

Fundraising Application

Team/Group: _____

Proposed Activity: _____

Description of Activity: _____

Date of Activity: _____ Time: _____

Location of Activity: _____

Proposed of Activity *(describe specifically what the funds raised will be used for)*: _____

Will student athletes be attending or participating in this activity? YES NO

If YES, please describe their involvement: _____

Will you be advertising this activity? YES NO

If YES, please attach a sample of flyer or advertisement.

What is the projected income for this activity? \$ _____

What are the estimated expenses for this activity? \$ _____

Net Income: \$ _____

Team Booster Parent Responsible for this activity: _____

Phone: _____ Email Address: _____

I will supervise and take responsibility for the above activity and will adhere to all the expectations for fundraising outlined on the back of this form.

Signature: _____

***Spartan Boosters Officers Use Only ***

Date Received: _____ Date Reviewed: _____

APPROVED or DENIED

Spartan Boosters

Fundraising Guidelines

- ◆ Booster club fundraising activities must NOT involve students. All fundraising must be done by parents.
- ◆ Students and Coaches should not be involved in the handling or collecting of Booster club funds.
- ◆ All advertising of your activity must say Spartan Boosters and should NOT say Sumner High School.
- ◆ If you are accepting checks for this activity, checks should be made payable to Spartan Boosters.
- ◆ The Team Representative shall be responsible for depositing all funds into the Booster club checking account in a timely manner and turning in the deposit slip on the appropriate form.
- ◆ The Team Representative shall be responsible for submitting check request forms to pay all expenses relating to this fundraising activity. Receipts/Invoices must be attached.
- ◆ The Team Representative shall be responsible for submitting the appropriate facility use requests to the SSD Facility Scheduling Office.
- ◆ When the activity is complete, the Team Representative shall be responsible for submitting a final report showing a detail of the income and expenses of the activity.
- ◆ IF donations other than cash were accepted a list of those donations along with the donor name, address and value of the donation must also be submitted.

NOTE:

- ◆ Under no circumstances should cash be used to reimburse someone for expenses they have incurred. Example: you run out of ketchup for your concessions stand so you send someone over to buy some. A check request form with the receipt will need to be submitted for reimbursement. You should NEVER reimburse expenses from the cash you have on hand no matter how large or small the amount.

A few other things to remember:

- ◆ Spartan Boosters is recognized as a non-profit organization. HOWEVER, we are not considered a charitable organization under the guidelines. We are required by the IRS to let donors know that their donations are NOT tax deductible.
- ◆ All invoices to be paid by Spartan Boosters should be addressed to Spartan Boosters and NOT to SHS.
- ◆ We are NOT tax-exempt and items purchased should include sales tax.
- ◆ Fundraising activities in which athletic competition is to take place will require special event insurance. See **www.theeventhelper.com**
- ◆ Fundraising activities in which food is to be served will require a permitting/licensing by the Tacoma-Pierce Health Department. See **www.tpchd.org**
- ◆ Fundraising activities in which alcohol is to be sold or served will require a banquet permit obtained from the Washington Liquor Control board. See **www.liq.wa.gov**
- ◆ Fundraising activities in which gambling activities (including Raffles) requires a license that can be obtained from the Washington State Gambling Commission. See **www.wsgc.wa.gov**
- ◆ Fundraising activities in which alcohol is to be raffled require a license from the Washington State Gambling Commission. See **www.wsgc.wa.gov**

(Copies of all licenses, permits, insurance ,etc shall be submitted to the Executive Board a minimum of 2 weeks prior to the proposed fundraising activity)