



SANTA FE HIGH SCHOOL  
BOOSTER CLUB  
FUNDRAISER REQUEST FORM



Santa Fe High School is required to maintain accurate records of all fundraising activity. Aside from the financial record keeping, this protocol also allows us to avoid duplication and minimize the number in progress at one time which would dilute your efforts.

**All fundraisers to be held on any part of the campus facility require prior approval;** please adhere to the following procedure that applies to your fundraiser.

### **I. Booster Club Fund Raisers**

1. Parent-run fundraisers not involving student participation may alternatively be handled by a SFHS Parent-Teacher Booster Club if eligible.
2. Booster clubs are not bound by the limitation of two fund raisers per school year.
3. Only food items that are pre-ordered and delivered at a time when they will not be consumed on campus will be approved.
4. Submit the attached SFHS Fundraiser Approval Form at least **2 weeks prior to the commencement of your event**. You will receive a copy of the SFHS fundraiser form once it has been reviewed and either approved or denied by the campus principal.
5. If you need a facility reservation, the SFHS sponsor should complete the request in SchoolDude, after your event approved
6. A completed fund raiser report must be completed and turned to the campus bookkeeper within 30 days of the completion of the fund raiser.

Forms should be returned to, **the Principal's Office** at least two weeks prior to the commencement of your event.

### **II. Publicizing Your Event**

After your event has been approved, you may publicize the fundraiser during morning announcements, on our bulletin boards, in the weekly news and/or on our website.

1. SFHS Staff may request 3<sup>rd</sup> period daily announcements, Native News announcements by using the links provided on the Native News each week.
2. SFHS staff may request a calendar event on the SFHS website and/or on the SFHS marquee by emailing the principal's secretary.



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Date Submitted: \_\_\_\_\_

Name of SFH Club or Organization \_\_\_\_\_

Description of Fundraiser \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fundraiser Start Date: \_\_\_\_\_ Fundraiser Stop Date: \_\_\_\_\_

Sponsor/Contact Name: \_\_\_\_\_

Sponsor/Contact Email: \_\_\_\_\_

Phone# \_\_\_\_\_

Type of Fundraiser (check one):  SFHS Activity Fund  Booster Club Fundraiser

This is the (check one)  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> (Booster Clubs Only)  4<sup>th</sup> (Booster Clubs Only)  >4 (Booster Clubs Only) fundraising activity for my club this school year.

\_\_\_\_\_  
 Signature or Sponsor

\_\_\_\_\_  
 Date

OFFICE USE ONLY:

Approved  Denied

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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ACTIVITY CLOSE OUT REPORT

This form must accompany deposits  
&

Must be turned in to principal's secretary upon completion  
(Within 30 days of the end of the fund raiser)

Name of SFH Club or Organization \_\_\_\_\_

Fundraiser Start Date: \_\_\_\_\_ Fundraiser Stop Date: \_\_\_\_\_

Collections: (deposit totals from fundraiser-attach additional list if necessary)

Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____
Date _____	\$ _____	Rec'd by _____

**TOTAL DEPOSITS..... \$ \_\_\_\_\_**

Disbursements:  
(For Merchandise, Advertising, or any relative expenses; attach additional list if necessary)

Date _____	\$ _____
Date _____	\$ _____
Date _____	\$ _____
Date _____	\$ _____
Date _____	\$ _____
Date _____	\$ _____
Date _____	\$ _____

**TOTAL DISBURSED..... <\$ \_\_\_\_\_ >**

**Net Profit..... \$ \_\_\_\_\_**