Have an idea for the Sub-Booster Club fundraiser? WONDERFUL! This sheet outlines the decision-making process, guidelines and tips for adding a fundraiser to the Shadow Ridge High School Booster Club calendar.

**The Process**

Each fundraising request should be submitted to the Fundraisering Administrator by using the Fundraiser Request form a minimum of 2 to 4 weeks prior to the event/project for review and approval. This is done to ensure that our events are aligned with the school’s mission and core values and coordinated so that we do not overload our calendar or our families with fundraising requests. Each request will be reviewed and you will be contacted with a decision or need for additional information.

If you are planning a fundraising event please fill out and return form to Kimberly Branche, Fundraising Administrator by email at **srhsbcfun@gmail.com**. Form must be submitted minimum 2 to 4 weeks prior to event. Failure to do so can delay your fundraising event.

**Guideline/Tips**

Please see Fundraiser Administrator and/or Booster Club President for guidance if necessary.

Recommended tips for events

* Have a volunteer strategy
* How many volunteers will you need for the project?
* Who will be contacting prospective volunteers so you have enough?
* When will it happen?
* What is your fallback plan if you don’t have enough volunteers?
* Know if you will need tax receipts for donations
* Plan to thank donors for donations (ex. Write follow up thank you notes.)
* What if volunteers don’t show up?
* What if table rental is more than expected?
* What if the building can’t be opened?

These are just a few questions to ask yourself when planning your fundraiser event and preparing your monthly financials.

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| SUB-BOOSTER CLUB REQUEST FORM | | | | | |
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| Sub-Booster Contact  Please include the name of the individual that will be able to answer any questions that the board may have during the review process | | | | | |
| Sub-Booster Club Name | |  | | | |
| Fundraiser Contact Name | |  | | | |
| Fundraiser Contact Email | |  | | | |
| Fundraiser Contact Number | |  | | | |
| Sub-Booster Club Meeting Date  Include the date that the Sub-Booster agreed and approved the fundraiser request. If the Sub-Booster has not met or approved this request please STOP HERE. No request will be moved forward if the Club Meeting Date is after the fundraiser request | | | | | |
| Sub-Booster Club Meeting Date | |  | | | |
| Event Details | | | | | |
| Type of Fundraiser/Event | |  | | | |
| Start Date /Time |  | | **End Date/Time** | |  |
| Fundraiser Location |  | | | | |
| Description of Fundraiser  (what will be sold, vendor name, etc.,) | | | | | |
|  | | | | | |
| Co-Sponsorship Fundraising | | | | | |
| Is this Fundraiser Co-Sponsored with another Booster Club? *If yes list Booster Club name* | | | |  | |
| Is this Fundraiser Co-Sponsored with the Student Club? *If yes list Student Club and Student Club Contact* | | | |  | |
| Percentage Split  Please indicate the percentage to be shared and/or percentage given | | | | | |
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