

Joel Barlow High School

Fundraising/Event Application Form

Instructions: Complete this form and submit it to Mrs. Bender. Mrs. Bender will review the form and pass it along for administrative approval. If the form is incomplete, she will return the form to the applicant to complete.

No event is official (and should not be advertised, monetarily invested in, or conducted) until approval is obtained and the approved form is received by the advisor.

Name of sponsoring organization: _____

Name(s) of the student(s) leading the planning committee *for this event*: _____

Name(s) of advisor(s) of sponsoring organization: _____

Name(s) of advisor(s) and other staff helping to *organize* the event: _____

NAME OF THE EVENT: _____

Date(s) and time (start and end times) for the event : _____

Describe a brief description of the event and its purpose: _____

Location of the event (rooms within JBHS, outdoor locations*, or place off campus):

*use of athletic fields and gyms require approval by Athletics: _____

* If you plan to use the stadium, you may need to hire one police officer and one parking attendant.

Anticipated number of attendees: _____

Name(s) of staff already committed to supervising/chaperoning the event: _____

Has your organization held this fundraiser or event before? _____ Y or N _____

If yes, when? _____

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What will be the sale price for each item (e.g., ticket, shirt) sold? _____

Anticipated profit: \$ _____ Account name for deposit: _____

Will food or beverages be sold? ____Y or N ____

If yes, and they are being sold during the school day, an ER9 Request Form for Food and Beverage Fundraisers must be completed and submitted to Central Office for approval.

Do you have approval? ____Y or N____ (If yes, approved form should be attached.)

Will apparel or items with a design (slogan, picture) be sold? ____Y or N ____

If yes, the design requires administrative approval *before the item(s) can be purchased, sold, worn, or displayed*. Please attach a copy of the design for each item.

Do you have approval? ____Y or N____

Provide a brief description explaining how you plan to advertise the event.

Remember: All posters must be approved by an administrator before posted on walls.

____ Attach a draft script of the morning announcement for your event, if applicable.

____ Attach a completed use of facilities form for events at JBHS, if applicable.

Signature of Student Organizer: _____

Signature of Faculty/Staff Organizer: _____

Signature of Administrator : _____ (if approved)

REMINDER: No event is official (and may not be advertised, monetarily investing in, or conducted) until approval is obtained and this approved form is received by the advisor.

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To be completed by administration:

How many administrators are needed? _____ (no cost)
How many security personnel are needed? _____ (\$_____ paid through account _____)
How many police officers are needed? _____ (\$_____ paid through account _____)
How many parking attendants are needed? _____ (\$_____ paid through account _____)
Is Securitas needed? _____ (\$_____ paid through account _____)

How many total chaperones are needed? _____
How many of these chaperones will be stipendiary advisors to the organization? _____
How many *paid* chaperones are needed? _____ (\$_____ paid through account _____)

Anticipated cost to the Sponsoring JBHS Organization = \$ _____

Administrative checklist:

Date:

- _____ **The original of this completed form is submitted to K. Bender for review and approval**

- _____ **Students leading this event are emailed of its approval (K. Bender)**

- _____ **A copy of the approved form (pages 1 - 3), including all attachments, is given to the staff members who are supervising the planning of the event (K. Bender)**

- _____ **A copy of the approved form (pages 1- 3), including the Use of Facilities Form, is given to C. Miller (K. Bender)**

- _____ **Chaperone coverage is added to the non-athletic events calendar by C. Miller**

- _____ **The event (including location and time) is added to our school calendars:**
 - **Google Building Use Calendar - C. Miller**
 - **Website Calendar (if appropriate) - K. Bender**