

# 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 be advertised, monetarily investing in, or conducted) until approval is obtained and the approved form is received by the advisor.*

**Name of sponsoring organization:** \_\_\_\_\_

**Name(s) of advisor(s) of sponsoring organization:** \_\_\_\_\_

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

**Name(s) of the student(s) leading the planning committee *for this 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 must 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.

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\_\_\_\_ 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)

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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:**

\_\_\_\_\_ The original of this completed form is submitted to 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 + Dynacal) by K. Bender