

Graham Kapowsin High School Booster Club

Standing Rules for Presenting Fundraisers

Adopted Date: 9/26/25

(Adopted under Bylaws Article VII, Sections 7.03(b) and 7.04(b))

Section 1. Purpose

These Standing Rules establish the procedure for presenting, reviewing, and approving fundraising requests made under the Booster Club's nonprofit status or EIN. The purpose is to ensure accountability, equity among programs, and compliance with nonprofit regulations.

Section 2. Applicability

1. Any activity, sale, event, or campaign that uses the Club's **nonprofit (NPO) status** or **EIN** shall be considered a **formal fundraising request**.
 2. This includes, but is not limited to:
 - Online sales or campaigns,
 - Sponsorship or advertising solicitations,
 - Raffles, auctions, or ticketed events,
 - Community partnerships (e.g., restaurant nights).
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Section 3. Presentation Procedure

1. **Submission**
 - The requesting team, club, or program must submit a **Fundraising Request Form via the official Google Form**.
 - The form may be submitted **before or after the in-person presentation**, but it must be on file **before the fundraiser begins**.
2. **Representation**
 - A representative from the requesting team, club, or program must be present at the meeting to speak to the request and answer questions.
 - Requests without representation will not be considered.

Each request must include:

- Description of the fundraiser (what, when, how).
- Intended use of funds, aligned with the Booster Club mission.
- Booster Club support needed (e.g., cash box, website portal, canopy, volunteers)
- **Start and end dates** (to avoid overlap with other campaigns).
- Estimated revenue and expenses (if applicable).
- **Detailed explanation of how the fundraiser will be Booster-run versus ASB-run**, including who will manage funds, volunteers, and distribution of proceeds.
- **Copies of any contracts, agreements, or vendor paperwork** (if applicable), to be submitted to the Board for review and approval. (example sponsorship agreement)
- Compliance considerations (raffle license, contracts, permits, etc.).

Branding Requirement

- All fundraising materials (flyers, social media posts, order forms, etc.) must:
 - Display the **GKHSBC logo**.
 - Clearly state “**Sponsored by GKHSBC**” or “**Backed by GKHSBC.**”

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Section 4. Review and Approval

1. Requests will be placed on the agenda as **New Business** and reviewed in accordance with Article VII, Section 7.03(b).
2. Approval requires a **majority vote** of the Active Members present.
3. The Secretary shall record all approved fundraisers in the meeting minutes.

Section 5. End Dates and Scheduling

1. Each fundraiser must have a **clear end date**, not to exceed **90 days** unless otherwise approved.

2. Fundraisers overlapping in time or scope may be rescheduled at the discretion of the Executive Board to ensure fair access to donors and avoid competition between programs.
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Section 6. Accountability and Compliance

1. The **Google Form submission** must be completed and approved before the fundraiser begins.
 2. Upon completion, the requesting program must submit a brief written report of fundraising results, including revenue and expenses, to the Treasurer within **30 days**.
 3. Documentation must be retained by the Treasurer for nonprofit reporting and audit purposes.
 4. **Failure to follow these rules will result in funds being transferred to ASB in accordance with WSBKA rules and nonprofit compliance requirements.**
 5. Repeated noncompliance may impact approval of future fundraising requests.
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Section 7. Authority

- These Standing Rules are established under the authority of **Bylaws Article VII, Sections 7.03(b) and 7.04(b)**.
- The Executive Board may recommend updates to these Standing Rules annually, subject to adoption by the board of directors.
- In the event of a conflict between these Standing Rules and the Bylaws, the Bylaws shall govern.