

Get Your GKHSBC Fundraiser Approved!

1 Submit Your Fundraiser Request

- Complete the **Fundraising Request Google Form** **before** your fundraiser begins.
- Include **all key details**:
 - What, when, and how the fundraiser will run
 - Purpose & use of funds
 - Start & end dates (max 90 days)
 - Estimated income and expenses
 - Who's running it: Booster vs. ASB duties
 - Any contracts, vendor paperwork, or compliance documents (raffle license, permits, etc.)

2 Present at a Booster Meeting

- A **representative must attend** the meeting to present your request.
- Bring **all your materials** and be ready to answer questions.
- No representative = **no consideration**.

3 Branding & Materials

- All flyers, post, order forms and other communication of the fundraiser must:
 - Include the GKHSBC logo (will be provided after approval)
 - Say "**Sponsored by GKHSBC**" or "**Backed by GKHSBC**"

4 Approval Process

- Requests are reviewed as **New Business** during meetings.
- A **majority vote** of active members is needed for approval.
 - If we do not have a quorum we can not approve the fundraiser so encourage your parents to join and attend the meeting.
- Approved requests are recorded in **meeting minutes**.

5 Timing & Scheduling

- Set a clear **start and end date**.
- Avoid conflicts with other fundraisers or school events.
- Fundraisers may be **rescheduled** if needed.

6 After Your Fundraiser

- Submit a **written report** of results (revenue & expenses) to the Treasurer **within 30 days**.
- Records are kept for audits & nonprofit compliance.
- Noncompliance could result in funds being moved to ASB and affect future approvals.

♥ Need Help?

Email: gkhsbooster@gmail.com

Find the Request Form here: <https://gkbooster.org/booster-forms>