

Liberty High Booster Club  
Request for Fundraiser Sponsorship Form

### Instructions

All fundraisers conducted by clubs or organizations at Liberty High School where the funds raised from the event will be deposited into the Liberty High Booster Club (LHBC) bank account will have to be preapproved by the President or Treasurer of the Liberty High Booster Club (LHBC) before the event is conducted. There will be no exceptions made.

The steps for the approval process are as follows:

1. The parent rep for the team or club must complete the form Request for Fundraiser Sponsorship Form.
2. The parent rep and coach/advisor must sign the form
3. The form should be submitted to the Booster Club President or Treasurer at least 10 days prior to the start of your fundraiser.
4. An officer of the board will respond back to your request within 7 days.

Here are some reminders for your fundraising activities:

- 1 All Fundraisers where funds are deposited into the Liberty High Booster Club account are sponsored by the Liberty High Booster Club. Accordingly, the fundraiser should be advertised as a booster club activity for the benefit of the individual team or club.
- 2 All contracts executed related to your fundraiser must be reviewed and executed by the President of the Liberty High Booster Club per the LHBC bylaws.
- 3 Funds collected from the fundraiser should be provided to the treasurer in a timely manner for deposit into the LHBC bank account and crediting of the funds to the supporting team/club.
- 4 LHBC, Liberty High School, and Issaquah School District policies must be adhered to at all times in relationship to your fundraising activities.
- 5 It is the responsibility of the teams and organizations to maintain appropriate records around donors including names, address and contact information (either email or phone number) so proper acknowledgement of donations can be made by the LHBC treasurer in adherence with IRS regulations for a 501(c)3.
- 6 Since the LHBC is a parent run organization, all fundraisers must be primarily parent run and organized.
- 7 Checks should be made out to the Liberty High Booster Club. The event along with team that is being supported should be written on the memo line of each check.

Liberty High Booster Club (LHBC)  
Request for Fundraiser Sponsorship Form

Name of Team or Club: \_\_\_\_\_

Name of Parent Rep: \_\_\_\_\_

Responsible Parent for the fundraiser: Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Name of Coach/Advisor: \_\_\_\_\_

Fundraiser Name: \_\_\_\_\_

Date(s) of Fundraiser: \_\_\_\_\_

Detailed Fundraiser Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will funds be collected?: \_\_\_\_\_

Do you want the fundraiser advertised on the LHBC website and Facebook page? Yes / No

Is there a contract to be signed related to this fundraiser? Yes / No

If yes, please provide the name and contact information from the third party:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Rep Signature \_\_\_\_\_ Date: \_\_\_\_\_

Coach/Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form must be complete and turned into the President or Treasurer of the LHBC prior to the start of a fundraising activity to obtain board approval. Email addresses for the LHBC President and Treasurer can be found at <http://libertyhighboosters.ourschoolpages.com/Page/Boosters/BoardMembers>. Questions about the form should be directed toward the LHBC president or treasurer.