



FUNDRAISING ACTIVITY APPLICATION



CR Boosters, 501(c)(3) Established 2013 + www.guidestar.org/profile/46-3374669

Columbia River High School
800 NW 99th Street, Vancouver, WA 98665

Completion of this application (paper or online) is required for ALL fundraisers. **PLEASE READ FULL FUNDRAISING GUIDELINES, before completing this form.** *****ONLINE APPLICATION (with guidelines) AVAILABLE HERE: crboosters.weebly.com/fundraising.html** ***

To be completed by advisor/coach/activity coordinator **before** activity.
You will receive an email at the email address provided when your event is approved.

GROUP (Club or Team): _____ DATE: _____

ADVISOR (Club) or COACH (Team): _____

EMAIL & PHONE NUMBER: _____

IDENTIFY THE ACTIVITY COORDINATOR, if not the Advisor/Coach:

BOOSTER PARENT(S), STUDENT(S), EMAIL & PHONE NUMBER:

1. _____
2. _____

FUNDRAISING ACTIVITY: _____

Description/Details/Vendor/Times: (*attach documentation* or continue on back if needed)

*ON SCHOOL PROPERTY or OFF SCHOOL PROPERTY or NOT APPLICABLE

*If on site space needed, contact VPS Community Services (after approval) at vansd.org/building-rentals.

START DATE: _____ END DATE: _____

ANTICIPATED EARNINGS AMOUNT (rough estimate): _____

FUNDS RAISED WILL BE USED FOR: _____

BRIEF SUMMARY OF GUIDELINES:

1. **MUST HAVE MINIMUM OF TWO CR BOOSTERS MEMBERS!** Only adult **Booster Members** may handle cash & final collection. **Cash may not be taken home:** Plan appropriately to allow time to deposit in the CR Boosters drop box in the school mailroom.
2. Your deposits *must* be recorded on a **CR Boosters Deposit Form and counted by two members.** If your funds arrive without proper documentation, the funds will be deposited into Unallocated Funds.
3. Plan ahead to request an invoice to be paid or for reimbursement. See **CR Disbursement Request** for instructions.
4. For your protection and insurance to be valid, make sure all promotions for your activity indicate that it is **"SPONSORED BY CR BOOSTERS"**. Unmarked activities can be deemed ASB.
5. Send this completed form to crboosters@gmail.com or deposit in CR Boosters mailbox located in the school mailroom.
6. Still have questions after reading full guidelines? Contact CR Boosters at crboosters@gmail.com.