

BECKMAN HIGH SCHOOL 2007-2008 Booster Club Fundraising Approval Process

1. If the fundraiser is off-campus and with adults only:

(NOTE: Weekends and evenings require a certificated staff member to be in attendance)

- a) Fill out the Super Boosters Fundraiser Approval Form (one event per form please), keep a copy for your records, and submit to Nancy Titterud, Mike McCormick's secretary AT LEAST TWO WEEKS PRIOR TO YOUR EVENT.
- b) Upon approval, Kevin Rogers (Super Booster President) or Nancy Titterud will send the original requestor a notification email that the fundraiser has been approved.
- c) If artwork is needed for the fundraising item, attach a copy of the artwork and a sample of the item. Sean Diaz must approve anything involving a BHS logo. Also contact Mr. Diaz for details if you want to hold a sports clinic.

2. If you plan to sell at another club's event:

- a) Submit the Super Boosters Fundraiser Approval Form as outlined above.
- b) Contact the hosting Booster Club President to obtain verbal approval from him/her.

3. If you plan to sell on campus:

- a) Submit the Super Boosters Fundraiser Approval Form as outlined above.
- b) Also complete an Application & Permit For Use of Public School Facilities form and submit to Sheri Schutte. LEAD TIMES: TWO WEEKS FOR EVENTS DURING THE SCHOOL DAY, FIVE WEEKS FOR EVENINGS & SATURDAYS, SEVEN WEEKS FOR SUNDAYS.
- c) At the same time, or AT LEAST TWO WEEKS PRIOR TO YOUR EVENT, fill out the green ASB Fundraiser Request, keep a copy for your records, and submit to Kelly Oberlin in the Student Store. She will forward it to ASB for approval.
- d) Follow up with Sheri Schutte to see if the Facilities Permit has been approved, and with Janine Addison, ASB Advisor, to see if the ASB Fundraiser Request has been approved.

4. Depositing money to your ASB account following an on-campus event:

Fill out the back side of the green ASB Fundraiser Request, along with a pink Coin & Currency Count (make copies for your records), and submit both along with the money to Kelly Oberlin in the Student Store. She will give you a receipt.

5. Requesting checks to be drawn from your ASB account:

Turn in a Disbursement Request Form to Kelly Oberlin. It must be signed by the coach or advisor and Mr. Diaz. *Attach copies of all receipts!* It takes approximately one week for a check to be processed.

-See reverse side for additional information-

HOW TO LOCATE FORMS:

Many forms can be obtained online at
www.beckmanathletics.org

Super Boosters Fundraiser Approval Form

www.beckmanathletics.org

Nancy Titterud

Kevin Rogers (via email)

Facilities Use Permit

Sheri Schutte

Beckman office

All ASB Forms

Beckman Student Store

CONTACT INFORMATION:

Sheri Schutte, Dean Crow's Secretary

(714) 734-2900 ext. 516

Fax (714) 505-9821

sschutte@tustin.k12.ca.us

Nancy Titterud, Mike MacCormick's Secretary

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Fax (714) 505-9821

ntitterud@tustin.k12.ca.us

Sean Diaz, Assistant Principal

(714) 734-2900 ext. 517

sdiaz@tustin.k12.ca.us

Kevin Rogers, BHS Super Boosters President

(949) 553-2580

Fax (949) 553-7022

Kevin.Rogers@uboc.com

Kelly Oberlin, ASB Account Clerk

(714) 734-2900 ext. 510

koberlin@tustin.k12.ca.us

Troy Fresch, ASB Advisor/Activities Director

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