

FUNDRAISING PLANNING GUIDE

CLUB/GROUP: *Club/Group/Team*

ADVISOR/COACH: *Advisor/Coach's Name*

ADVISOR/COACH EMAIL ADDRESS: *Email Address*

ADVISOR/COACH EMAIL ADDRESS: *Contact Number (including area code)*

ON | OFF CAMPUS *(circle or highlight one)*

ON CAMPUS DATES: *LIST of dates (NO MORE THAN 10*

school days at a time, unless no other groups are fundraising)

ON CAMPUS LOCATION: *WHERE will the items be sold (please submit a FUR)*

OFF CAMPUS DATES: *LIST of dates (OR school year?)*

Fundraising INFO

*[Fundraising Google Calendar](https://bit.ly/KSK-HSFundraisingCalendar)
(<https://bit.ly/KSK-HSFundraisingCalendar>)

*[Previously Used FOOD Vendors](https://bit.ly/FundraiseFoodVendors)
(<https://bit.ly/FundraiseFoodVendors>)

*ON Campus = DURING the school day @ HS campus

*OFF Campus = AFTER hours, Kekūhaupi'o, Kūnuiākea, Koai'a, online

In order to expedite your time in completing the online Fundraising Request form, please have ALL of the above information as well as the required documents listed below to upload. Links to the electronic forms are provided for your convenience:

#	DOCUMENTS	KUMU/REQUESTER KULEANA	PREPARER'S NOTES
1	Fundraising Request https://bit.ly/KSKFundraise	☐ Submit online form AT LEAST 14 working days IN ADVANCE (<i>requests submitted less than 14 working days in advance of the fundraiser may not be processed in time and/or may be denied</i>) ☐ ALL of the above information and relevant documents listed below are completed/prepared BEFORE starting the online <i>Fundraising Request</i> form	• notes
2	Athletic Declaration Form https://bit.ly/KSKAthFundraiseDeclaration	☐ If you are fundraising for an ATHLETIC team, please complete the <i>Athletic Declaration</i> form ☐ Your AD MUST sign it BEFORE you start the online <i>Fundraising Request</i> form	• notes
3	Items for Sale https://bit.ly/FundraiseItemsTemplate	☐ Clicking the link will force you to make a copy of this Google Sheet. Please create your list using this template as it will be easier to upload to the online <i>Fundraising Request</i> form. Please do not edit in Excel or Numbers. ☐ LIST ALL potential items that the group will be selling (<i>even if you don't end up selling the items</i>) ☐ Please use the appropriate TABS at the bottom of the Google Sheet ○ FOOD items (first tab) ○ NON-FOOD items (second tab)	• notes
4	FOOD Items	☐ If FOOD products will be sold directly from a vendor to the buyer (e.g. <i>HI Cravings, food trucks, etc.</i>), you must have them complete the Indemnification	• notes

	-Indemnification Form -Green Pass OR Special Event Food Establishment Permit	Form (https://bit.ly/KSKIndemnificationForm). You will need to upload this document when completing the online <i>Fundraising Request</i> form. ☐ Food vendors MUST also have a CURRENT Green pass ○ You can either take a PICTURE of the vendor's Green pass (<i>typically displayed in the storefront or food truck's window</i>) --OR-- ○ Search for passes here: https://inspections.myhealthdepartment.com/soh (see this VIDEO tutorial on how to search for a vendor's Green pass) ☐ IF the vendor does not operate out of a certified kitchen, they MUST obtain a Special Event Food Establishment Permit issued by the Hawai'i State Department of Health. The correct date(s) that the vendor will be selling food items should be included. ☐ State of Hawai'i, Department of Health - Food Safety Branch: https://health.hawaii.gov/san/	
5	NON-FOOD Items -designs -'ōlelo Hawai'i	☐ IF you will be selling apparel/items that have a DESIGN on them, please include a copy/image of the design with your supervisor/AD's signature BEFORE you start this process! ☐ IF you will be selling apparel/items that have Hawaiian words or phrases on them, please include a copy/image of the design with Pi'ilani Akiona's (beakiona@ksbe.edu) signature/approval BEFORE you start this process!	● notes

These items can be done AFTER submitting the online Fundraising Request Form.

#	DOCUMENTS	KUMU/REQUESTER KULEANA	PREPARER'S NOTES
A	Facilities Use Request https://tinyurl.com/kapalamafur	☐ MUST be submitted NO EARLIER than 90 business days in advance AND NO LATER than 14 business days prior to the activity/event	● notes
B	Payment Collection Request Form https://bit.ly/KSKPaymentCollectionRequest	☐ MUST be submitted AT LEAST 1-2 weeks in advance ☐ Complete to request a FACTS Payment site, reserve a Clover OR create a GoFan website to collect fundraiser and parent assessment payments	● notes
C	Campus Access Request https://bit.ly/KSK-HSCampusAccess	☐ MUST be submitted AT LEAST 1-2 business days in advance ☐ Website link is for HIGH SCHOOL groups/clubs ONLY ☐ For ATHLETIC groups, please email Kanani Romena (karomena@ksbe.edu) and Keoni Ka'ai'awa'awa (kekaaiaw@ksbe.edu)	● notes
D	Food Service Request https://kapalama.catertrax.com/	☐ MUST be submitted at least 14 business days in advance ☐ Requests received after the 14-day deadline are subject to review for product and service availability; There may be a \$35 late fee assessed	● notes