



# Pacific Collegiate School

## PCS Group Activities and Fundraising Authorization Application (GAFAA)

Please download this form on to your computer, fill out, save, and then email to [gafaa@pcsed.org](mailto:gafaa@pcsed.org). By doing this, you should be able to make corrections if necessary.

Every group or club (extracurricular and co-curricular) or fundraising activity associated in any way with PCS must submit a GAFAA annually, regardless of past approvals. All applications will go through an internal administrative review and approval process. **This is required prior to operation as a club or group or any fundraising activity.**

**SEE [DIRECTIONS](#) and [FAQ's](#)**  
**IF YOU NEED GUIDANCE IN COMPLETING THIS FORM.**

Applicants are encouraged to submit applications early, preferably **two (2) months** prior to the proposed start date of your activity but **NO LESS THAN** one (1) month from that date. Applications will be accepted throughout the school year, however date preferences will be given to the first applications received and authorized.

Check here if you are making changes to your original APPROVED GAFAA (changes need to be preceded with \*\*\*; see directions)

**GAFAA for 20\_\_\_\_ - 20\_\_\_\_**

**Please indicate the type of authorization you are seeking:**

Starting Group/Club/Activity       Getting Funding/Fundraising Authorization\*\*       Both\*\*

\*\*Annual Budget for Group/Club/Activity must be submitted with GAFAA (see Budget Instructions/Template)

**Will you be creating or purchasing materials (spirit wear, uniforms, patches, bumper stickers, posters, media, etc.) that will carry any type of PCS logo, name or other symbols associated with any aspect of PCS AT ANYTIME DURING THE YEAR?**

Yes                      No

**If YES, the following is REQUIRED:**

- a. Attach a photocopy of any existing materials for your sport, club or activity that include PCS' name, logo or associated symbols.
- b. Complete the attached [Logo and Identity Authorization form](#). Pre-approval of this form is required **BEFORE ORDERING ANY** materials.

See also the official [PCS Logo and Identity Style Guide](#) for appropriate color and style.

**Note: All posters/flyers must be approved by PCS Principal or by a designee before being posted around the school.**

**1. Name of Club/Team/Activity:** \_\_\_\_\_

**2. Type of Activity:** \_\_\_\_\_

**3. Timing and Duration of Activity:** \_\_\_\_\_

**4. Target/Purpose of Activity:** \_\_\_\_\_

**5. Estimated Number of Participants:** \_\_\_\_\_

**6. Faculty Member, Sponsor or Coach:** \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**7. Parent Advisor or Volunteer:** \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**8. Student Leader(s):** \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**9. Mission Alignment:** Please explain how your activity advances, supports or is aligned with the Mission and Vision of PCS and/or will enrich the student or PCS community experience.

**10. Inclusiveness:**

Does your activity or organization discriminate for any reason? YES NO  
If Yes, please explain.

**11. Supervision:** Please explain how your activity will be supervised. List other impacts you may be aware of as well and appropriate resolutions (DRIVERS for any of these activities need to complete the [Personal Use Vehicle form](#)).

**12. Facilities:** Please explain what on-site and off-site facility space and **dates/times** your activity will require.

**13. Funding:** The following steps will ask you to provide detailed information on how the activity will be funded with a sustainable funding source throughout the school year.

Student Activities at Pacific Collegiate School must have a funding plan, utilizing one or more of the strategies listed below:

- 1) Self-funded through an individual donation request to each participant,
- 2) Funded through fundraising efforts/events at or associated with PCS (car wash, food sales),
- 3) Supported from one-time and other on-going sustainable funds, including PVA requests for funds.

**PLEASE NOTE:** All funds left in accounts and inactive for two years will be redirected by the Principal.

Please address the next three points based on the type of funding you are planning to utilize; address any of these funding models that apply.

**14. Individual Donation Request to Each Participant:**

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**15. Fundraising Efforts/Events\*:** Please explain how this will be accomplished and identify the target audience and dates of funding requests or solicitations/fundraising events. This is important for scheduling. **YOUR GAFAA WILL NOT BE APPROVED IF DATES AND TARGETS ARE NOT SPECIFIED!**

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Is a student-focused, on-campus, food-related fundraiser planned (includes PVA)*?	yes	no
If YES, complete a <a href="#">Lunch/Snack Fundraising Request Form</a> .		

**16. Other Funding/Fundraising Sources:** Please explain, in detail, the exact source of the funds, and whether or not the funds are on-going or one-time donations.

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**SEE DIRECTIONS for sample balanced budget**

PCS GAFAA Budget 20\_\_\_\_-20\_\_\_\_\_

Group/Club/Activity Name: \_\_\_\_\_

Budget Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**INCOME**

<b>Opening Balance</b> (per Business Office): Please include a copy of the financial activity report	\$
<b>Participation Donation:</b> (# of participants) <input type="text"/> X <input type="text"/> (requested amt)	\$
<b>Other Fundraising:</b>	\$
Other Income:	\$
Other Income:	\$
Other Income:	\$
Other Income:	\$
Other Income:	\$
Other Income:	\$
<b>TOTAL INCOME:</b>	\$

**EXPENSES**

Uniforms/Spirit wear: (Pre-approval necessary; complete <a href="#">Logo &amp; Identity Authorization form</a> )	\$
Stipend: (Maximum: \$1200 HS, \$600 JH – sports only)	\$
Stipend Tax: (\$120 HS, \$60 JH – sports only)	\$
Administrative Fee: (\$100/team/year required -- sports only)	\$
Facility Fees:	\$
Tournament Fees:	\$
Other Fees (be specific):	\$
Travel Costs:	\$
Officials:	\$
Fundraising Costs:	\$
Other Costs:	\$
Other Costs:	\$
Other Costs:	\$
Other Costs:	\$
Other Costs:	\$
Other Costs:	\$
<b>TOTAL EXPENSES:</b>	<b>\$</b>

Estimated Annual Budget is included (required for funding/fundraising). Yes No

**Student Activity Authorization:** This form must be acknowledged by the following people prior to submission. Signing this form acknowledges your agreement to abide by the expectations set forth in the PCS Group Activities Policy, and the terms set forth and submitted in this GAFAA.

**Faculty Member, Sponsor or Coach (signature):** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Advisor (signature):** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Leader (signature):** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_