



**41<sup>st</sup> Annual Santa Clara Art & Wine Festival**  
Santa Clara Organization Fundraising Application

<b>1. Organization</b>		<b>2. Contact information</b>	
Name: Santa Clara High School PTSA		Name: Anne Kepner	
Address: 3000 Benton Street		Address: 3000 Benton Street	
City: Santa Clara		City: Santa Clara	
Zip: 95051		Zip: 95051	
Phone: 408-205-8681		Phone-work: 408-261-4272	
Website: <a href="https://santaclara.schoolloop.com/ptsa">https://santaclara.schoolloop.com/ptsa</a>		Phone-cell: 408-205-8681	
Federal Tax Id Status <input checked="" type="checkbox"/> 501c3, <input type="checkbox"/> 509a, <input type="checkbox"/> Other _____		Email: annekepner@gmail.com; president@santaclarahsptsa.org	
Federal Tax ID number: 23-7094431		Position in Organization: president	
3. Does your organization serve Santa Clara residents? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, your organization is not eligible.			
4. List the charitable programs or services and the number of participants (unduplicated count) that your organization has provided for Santa Clara resident youth & seniors over the past two (2) calendar/fiscal years.			
<i>Program/Service Name. Goal. Services offered.</i>			<i>Persons Served</i>
2022-23 support student, teacher and parent activities on campus			1,850
2021-22: support student, teacher and parent activities on campus			1,950
PTSA provides grants for students and teacher projects, hosts freshmen BBQ, senior breakfast and award ceremony, and teacher appreciation, grants scholarship, etc.			
5. What are your primary sources of funding? How will an Art & Wine Festival Grant benefit Santa Clara youth or seniors? Attach your statement and your current operating budget to this application. PTSA partners with local businesses for community dining events and shopping days, organizes Goodwill and e-waste drives, an auction, membership dues, and direct donations.			
8. My organization agrees to:			
a) provide a minimum of six-eight (6-8) volunteers if selected for Carnival Games area and a minimum of four (4) volunteers for the Parking Lot area, for the duration of the Art & Wine Festival on one day.			
b) submit list of volunteers (names and assigned day & times) to the Parks & Recreation Dept. by September 5.			
c) provide cashless payment handling method and accept passes provided by the Parks & Recreation Department as payment method.			
d) adhere to the group regulations including volunteer application.			
9. Signature:		Title: President	Date: May 8, 2023
Application Deadline: <b>Tuesday, May 9, 2023 at 5 p.m.</b> Submit application by email to: <a href="mailto:PRCustomerServe@SantaClaraCA.gov">PRCustomerServe@SantaClaraCA.gov</a>			

**2023 Santa Clara Art & Wine Festival  
Fundraising Application  
Request: Staff Carnival Games**

**Applicant: Santa Clara High School PTSA  
Date submitted: May 8, 2023**

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**Mission Statement:**

**The Santa Clara High School PTSA is a chapter of the California PTA; the mission of the California PTA is to positively impact the lives of all children and families. This mission guides the SCHS PTSA in our decision-making and actions each year.**

**Narrative:**

**Last year we were given the opportunity to staff the Carnival Games on Sunday of the Art & Wine Festival. As an organization that is primarily comprised of parent volunteers, this afforded us the opportunity to partner with students and staff at the high school and established a wonderful working relationship. In hindsight, the collaboration over preparing for and staffing the Art & Wine Carnival Games led to a strong working relationship that benefited all of us throughout the school year. Although the Sunday we worked last year turned out to be a very rainy day and thus there was relatively little foot traffic; the act of volunteering and staffing the Carnival Zone throughout the day created a unique teambuilding experience for the students. We are eager for the same opportunity and experience to staff the Carnival Games during the 2023 Art & Wine Festival.**

**The Santa Clara High School Leadership class is comprised of students from all four grades and having a large volunteer opportunity in the beginning of the school year creates an opportunity for the students to get to know one another by planning and preparing for the event. In addition, it creates an opportunity for parent volunteers in the PTSA to meet and work with students who are engaged in the campus community and those partnerships become invaluable throughout the year as we work to achieve other common goals for the good of the campus community. One of the greatest challenges is creating lines of communication and a secondary benefit of working together at the Art & Wine Festival was getting to know one another and the establishment of those relationships in the beginning of the school year was invaluable when coordinating other campus-wide events throughout the year.**

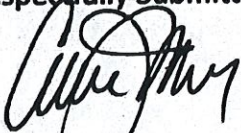
**We look forward to serving the greater Santa Clara community by staffing the Carnival area at the Art & Wine Festival; not only will this provide team building experiences for our students and community service hours, but it will also help us establish stronger relationships within our campus community that will benefit us throughout the 2023-24 school year. The funds raised will also enable the students to do a variety of projects on campus that would otherwise be cost**

prohibitive since the PTSA has a limited budget and can only fund minimal projects each year. As you will see from our Operating Budget, the PTSA has \$1,000 allocated for grants for student and/or teacher projects. During the 2022 Art & Wine Festival the students collected \$400 in ticket sales on Sunday and so we were able to increase that line item to \$1,400 this school year. The addition of the Carnival Games to our regularly scheduled fundraisers enables us to support more projects the students are interested in pursuing during the school year. Last year, we had agreed to split the Carnival Game proceeds with the students, 75% would be allocated to student projects as decided by Leadership Class and 25% would go the general PTSA fund. However, the PTSA allocated 100% of the proceeds to the students given the foot traffic was so slow due to the inclement weather. We are optimistic that the weather will be better this Fall and that the PTSA will be able to retain 25% of the proceeds and 75% will be allocated to the students for projects they would like to fund during the school year.

Notes re: SCHS PTSA Budget:

By way of explanation, I have highlighted portions of our budget that are not part of our annual general fund. First, in the Fall of 2022 Santa Clara High School celebrated its 150<sup>th</sup> Anniversary and so there was one-time revenues and expenses associated with that celebration. Second, the PTSA hosts an on-campus Grad Night and a separate subcommittee of parents raises approximately \$25,000-\$30,000 each year to support that effort. This effort is reflected in our budget as it is part of the PTSA; however, the PTSA board works each year to raise a general budget of approximately \$15,000 to support all the other activities and functions, besides Grad Night, that benefit the entire campus community. The opportunity to staff the Carnival Games at the Art & Wine Festival will help us meet and enhance our general budget, in particular the ability to fund student lead projects that benefit the entire campus community.

Respectfully Submitted by:



Anne Kepner  
President, Santa Clara High School PTSA  
[annekepner@gmail.com](mailto:annekepner@gmail.com)  
[president@santaclarahsptsa.org](mailto:president@santaclarahsptsa.org)  
M:408-205-8681

	Approved Sep 2022		Amended Apr 2023	
	Budget Amount	Total Category Budget	Budget Amount	Total Category Budget
<b>Cash Balance Forward</b>		26,991.36		26,991.36
<b>Income</b>				
<b>Administration</b>		3,500.00		3,500.00
<b>Fundraisers</b>		6,400.00		6,200.00
<b>Programs</b>				
.150thAnniv		25,000.00		25,000.00
.Grad Night		36,100.00		36,100.00
<b>Non-Unit Income</b>				
Membership Receipts - Paypal (pass-through)		200.00		200.00
<b>Total Income</b>		<u>\$ 71,000.00</u>		<u>\$ 70,800.00</u>
<b>Expense</b>				
<b>Administration</b>		1,695.00		1,695.00
Community Outreach	200.00		200.00	
Council Auction Basket	100.00		100.00	
Council Dinner	450.00		450.00	
Fundraising Expense - Square credit card readers	90.00		90.00	
Insurance Premium	300.00		300.00	
Office Supplies	50.00		50.00	
Officer Training	75.00		75.00	
Postage	50.00		50.00	
PTAEZ Subscription	179.00		179.00	
Tax Preparation/Fees	80.00		80.00	
Volunteer management (Sign Up Genius subscription)	121.00		121.00	
<b>Programs</b>				
.150thAnniv		25,000.00		25,000.00
BBQ Supplies	2,500.00		2,500.00	
Float Materials	1,500.00		1,500.00	
Staff T-shirts	3,000.00		3,000.00	
Student T-shirts	18,000.00		18,000.00	
.Freshman Barbeque/Orientation		700.00		700.00
.Grad Night		30,000.00		30,000.00
Administration	200.00		200.00	
Artists	0.00		4,000.00	
Decorations	1,500.00		2,000.00	
Facility Charge	600.00		1,000.00	
Fundraising	1,000.00		1,730.00	
Misc.	9,000.00		3,000.00	
Pajamas	8,000.00		0.00	
Raffle Items	3,900.00		0.00	
Vendors	5,800.00		12,070.00	
Food Vendors	0.00		6,000.00	

<b>.Grants to Clubs/Teachers</b>	1,000.00	1,400.00
<b>.Honorary Service Awards</b>	100.00	100.00
<b>.Past President Pin</b>	30.00	30.00
<b>.Reflections</b>	25.00	25.00
<b>.Scholarships</b>	2,000.00	3,000.00
<b>.School Gift</b>	6,000.00	6,000.00
<b>.Senior Breakfast &amp; Awards</b>	1,500.00	1,500.00
<b>.Staff Appreciation</b>	2,500.00	3,000.00
<b>Non-Unit</b>		
Membership Disbursements - (pass-through)	200.00	200.00
<b>Total Expense</b>	<u>\$ 70,750.00</u>	<u>\$ 72,650.00</u>
<b>Total Balance For Carry-Over</b>	<b>\$ 27,241.36</b>	<b>\$ 25,141.36</b>



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Santa Clara Organization Fundraising Application

The 41<sup>st</sup> Annual Santa Clara Art & Wine Festival will provide opportunities for local, non-profit, charitable organizations directly serving and benefiting Santa Clara residents to raise funds to support towards their mission. To be considered for the fundraising opportunity, organizations must represent Santa Clara youth residents, senior residents, or be a Santa Clara based non-profit organization.

Organizations selected may be assigned to manage either Fatjo Field Parking Lot or Kids Kingdom Carnival Games under the coordination and direction of the Parks & Recreation Commission and City Staff. Two (2) organizations will be chosen and assigned to manage and operate program areas on Saturday, Sept. 16, 2023 or Sunday, Sept. 17, 2023 from 9 a.m. to 5:30 p.m. for Carnival Games and 7 a.m. to 6:30 p.m. for Fatjo Field Parking Lot. Organizations selected to fundraise on Sunday, Sept. 17, 2023 will end their shift one (1) hour earlier. The organizations will manage the assigned area, collect all fees, may collect donations, may display information on organization, and keep proceeds from the event.

The Parks & Recreation Commission will review how the organizations meet the service goals of the City, as well as evaluates the ability of the organization to provide sufficient support to manage the assigned area at the Festival.

*Applicants will be invited to provide a five (5) minute presentations to Parks & Recreation Commission on Tuesday, May 16 at 7 p.m. during the Parks & Recreation Commission regular meeting. Applicants who fail to complete the application and provide necessary information regarding the organization or services will not be invited to present to the Commission. Complete the application process to be considered for this fundraising opportunity.*

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Organization Regulations

1. Electricity is not available. Generators are not allowed.
2. Health Department regulations prohibit distribution of food and drinks to event attendees. It is not permissible to sell or sample merchandise, food, or services.
3. Organizations may accept donations or display flyers or banners at their assigned area.
4. Organizations assigned to the Parking Lot area will be provided with two (2) tents of 10'x10', one (1) table, and four (4) chairs.
5. Organizations selected for the Carnival Games area will be provided with 4-6 games, one (1) tent of 10'x10' and one (1) table for ticket sales, carnival prizes/tickets, and additional tents/tables as necessary for the games at the City's discretion.
6. No balloons allowed in the park.
7. Private vehicles are not allowed in the park.
8. Organization may park in public lots as space is available. Carpooling is encouraged. Reserved parking may not be available.
9. Organization should be set up and operational during the entire assigned time and day.
10. No voice or music amplification is allowed.
11. Pets are not permitted in the park during the event. Only service animals are permitted at the event. (Resolution #16-8310).