



## Memorandum

**To:** NFHS Sanctioning Event Sponsors  
**From:** B. Elliot Hopkins, NFHS Sanctioning Director  
**Subject:** NFHS Sanctioning Change

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Greetings,

Sanctioning interstate and international events has grown exponentially over the last several years. In fact, we are sanctioning more events now than in the 90 year history of the National Federation of State High School Association, Inc. (NFHS). The increase of the program has made it necessary to re-evaluate the operational side of processing the hard copy applications. The purpose of this memo is advise you of our intention to transition the hard copy paper application to an online process.

Interested individuals who want to host an event will go online at the NFHS website ([www.nfhs.org](http://www.nfhs.org)), register as an event manager, create an event and fill out the online application (identical to the paper version) then an e-mail is sent to the host school's principal and host state association. The state association reviews the application online and determines if they will approve or deny the application, once approved the event sponsor is notified by the host state association that payment is required. Credit card payment and electronic check are the only forms of payment accepted. Once the payment is received by the NFHS, the invited states/schools are notified that they have been invited and it is listed on the NFHS website. As the invited states respond to the sanction it is automatically updated on the NFHS website. Once every invited state has responded, the application is approved for sanctioning.



In addition, several new additions to the program will be implemented August 1<sup>st</sup>. There will be a processing fee for interstate and international sanctioning applications. Secondly, we are increasing the processing fee for an application. The new price per sanction application is \$200 per application, with the penalty fee for not forwarding the final list of actual entries twenty (2) calendar days prior to the event will be \$100.

The timeline/fee structure is as follows; the application for sanction should be sent to the state association of the host school ninety (90) calendar days or more prior to the event. The sanction application must be forwarded to the NFHS office sixty (60) calendar days or more prior to the event. The late fee for any application that arrives 15-59 calendar days prior the event will be an additional \$100 for a total of \$300. If the application is submitted less than 15 calendar days prior to the event, the late fee will be \$200 plus a \$200 penalty for not forwarding the final list of actual entries for a total application fee of \$600. If the NFHS does not receive the forwarded sanction application within five (5) calendar days prior to the event, the event will not be sanctioned.

**We are giving you advanced notice of the change and an opportunity to submit a sanction application prior to the online transition and the application fee increase. If you submit a hard copy sanction application prior to the August 1, 2009 online sanctioning transition you will not incur the application fee increase.** As always, we appreciate the effort you put forth in giving our students an opportunity to grow through athletics. If you have any questions, please feel free to contact the NFHS Sanctioning Department at 317-972-6900.

BEH/lbt

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