

**Exhibit - Application and Procedures to Solicit Students for Fund-Raising**

## Guidelines

When proposing a fundraiser for Kankakee School District, please keep the following guidelines in mind:

- Application must be submitted to the Building Principal no less than two weeks prior to the event.
- This application must be approved before District students may be solicited for fund-raising activities.
- Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities: School-sponsored student organization or Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs.
- The fund-raising efforts must support the organization's purpose, the general welfare, a charitable cause, or the educational experiences of students.
- Fund-raising efforts must not conflict with instructional activities or programs. Sales booths are permissible during a school activity or lunch, provided they meet the fund-raiser guidelines.
- If you are selling food products, Please use the Smart Snack Product Calculator that is available on the Intranet to see if they meet the new USDA requirements
- Student participation must be voluntary. Penalties for failure to participate are prohibited.
- Fund-raising efforts should not burden students, their families, citizens, or merchants by being too frequent.
- Local ordinance must be followed, merchants must approve of any activities on their property, and students must conduct themselves as ambassadors for their School.
- Student safety is paramount and door-to-door solicitations are prohibited.
- Sales or service campaigns to raise money should offer appropriate merchandise or services
- For school-sponsored student organizations, a school staff member must supervise the fund-raising activities in addition to any other adult volunteers.
- The funds must be used only for the designated purpose

Date

- School-sponsored student organization

School \_\_\_\_\_

Name of Group \_\_\_\_\_

Sponsor responsible for activity \_\_\_\_\_

- Parent organizations and booster clubs that are recognized pursuant to policy 8:90,  
*Parent Organizations and Booster Clubs.*

Name of Fund-Raising Activity:

Brief Description of Fund-Raising Activity:

Beginning Date:

Ending Date:

Was this fund-raiser done in the past?  Yes  No If yes, when?

What was the last fund-raiser completed by this group and when?

Describe how funds will be used:

Yes  No Will any part of the fund-raising involve students?  
If yes, describe student responsibilities (manning a table, soliciting sales from students/staff, etc.)

Yes  No Does this fund-raiser have a presale form or catalog order form? If possible,  
include a copy of the catalog or order form.

When will the students receive their ordered items (date)?

Please explain (after school pickup/during the school day)?

If you are conducting a catalog sale/presale, you can skip this section.

Yes No Will food/beverages be sold during this fund-raising activity? (If no, you may move on to the next section.)

If yes: The USDA has specific rules for food and beverages that will be provided at fund-raising activities. These rules come into effect if the food/beverages are being served between 12:00 AM and 30 minutes after the school day ends.

Yes No Will the food/beverage be sold to students during the timeframe above? (If no, you may move on to the next section.)

What food/beverages will be served?

Yes No Does the food meet the Smart Snack requirements?  
If no, an exemption date must be used.

For School-Sponsored Student Organizations:  
Please list all adults, including staff members, who are assisting with the fund-raiser.

**If money is being collected at school, all money must be turned in to the bookkeeper daily. No money shall be left in classrooms or be removed from the building.**

*I agree to abide by the conditions stated in this application and agree to adhere to all board policies and administrative procedures.*

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension/Phone number

*The Building Principal will base his or her decision on the information being provided in this form as well as other criteria deemed important. (Note to Building Principal: All fundraising activities shall be approved by the Assistant Superintendent for Business Services prior to starting the fundraiser. **Two weeks lead time is required for submission and approval.** Upon approval, you will receive a signed copy from the Business Office, keep one copy and forward one copy to person making the request.)*

Approved  Denied

\_\_\_\_\_  
Building Principal or designee

\_\_\_\_\_  
Date

Approved  Denied

\_\_\_\_\_  
Asst. Superintendent for Business Services/CSBO Date

NOTES/COMMENTS: