

Students

Exhibit - Application and Procedures to Involve Students in Fundraising Activities

*To be submitted to the Building Principal **no less than two weeks prior to the event.***

Organization Name	School
Activity	Activity Dates

This application must be approved before involving students in a fundraising activity. Only the following organizations are permitted to involve students in fundraising activities while they are on school grounds during school hours or during any school activity: (*check at least one box*)

- School-sponsored student organization; **or**
- Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs.*

Describe how students will be involved in the fundraising activity, including whether they will be asked to buy or sell items:

Will the proposed activity involve selling food or beverage items to students on campus during the school day?

- Yes – An approval may be contingent on the availability of an *exempted fundraising day*, please attach an exact description of what you propose to sell including the nutritional analysis.
- No – Food and beverage items will not be sold to students on campus during the school day.

Fundraising efforts must not conflict with instructional activities or programs. Sales booths during a school activity or lunch are permissible. **No sales of food during food serving times.**

What, if any, activity may be done while students are on school premises?

Student participation must be voluntary. Penalties for failure to participate are prohibited.

Describe student incentives for participation: _____

Fundraising efforts should not burden students, their families, citizens, or merchants by being too frequent.

When and what was the last fundraising activity done by this organization or club?

Local ordinance must be followed, merchants must approve of any activities on their property, and students must conduct themselves as ambassadors for their School.

How will students be informed? _____

Student safety must be paramount.

How will students be kept safe if fundraising activities occur away from school?

Not applicable – all student involvement occurs at school.

Sales or service campaigns to raise money should offer appropriate merchandise or services.

Describe the merchandise or services students will be asked to sell or perform: _____

For school-sponsored student organizations, a school staff member must supervise the fundraising activities in addition to any other adult volunteers.

List all of the adult sponsors, including staff members and non-staff adult volunteers: _____

Not applicable - activity is not being proposed by a school-sponsored student organization

For school-sponsored student organizations, the student activity funds treasurer must safeguard the financial accounts.

Is this agreeable? Yes No

Not applicable - activity is not being proposed by a school-sponsored student organization

Parent organizations and booster clubs are governed by School Board policy 8:90, *Parent Organizations and Booster Clubs*.

Is the organization prepared to abide by this policy? _____

Not applicable - activity is not being proposed by a parent organization or booster club

The fundraising efforts must be to support the organization’s purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.

Describe how funds raised through the proposed activity will be used: _____

If the activity will help fund a trip or overnight excursion, describe the travel plans: _____

The funds must be used to the maximum extent possible for the designated purpose.

Is this agreeable? Yes No

The fundraising efforts that solicit donor messages for placement on school property must follow the District's viewpoint neutral guidelines for the creation of messages.

Is this agreeable? Yes No

Not applicable - activity being proposed will not solicit donor messages.

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

Applicant name (*please print*)

Telephone number

Address

Applicant signature

Date

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

Asst. Superintendent for Business Services

Date

Developed: June 27, 2011

Revised: October 2016

