

RUSH-HENRIETTA  
CENTRAL SCHOOL DISTRICT

**EXHIBIT**

**1510-E**

**PUBLIC SALES AND FUND RAISING EXHIBIT**

This form is to be used for all student, parent, or school related groups or other organizations wishing to participate in a fund raising activity. Please fill out the form below and submit for approval no later than four weeks before the start of the fund raising event. Requests received by the Principal or the Office of Student Services with less than four weeks prior notice will not be approved. If applicable, attach copies of Health Department and Liability Insurance certificates (in accordance with regulations 1500-R and 8540-R).

School Building(s) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Student      or School-Related Organization      (circle one)

Staff Advisor(s) \_\_\_\_\_

Description of Fund Raising Activity (please refer to District policies 1221, 1500, 1510, 1511, and 8540)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are customers expected to prepay? Yes      No

Anticipated Profit: \$ \_\_\_\_\_

Profits will be used for the following: \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ (must be four (4) weeks prior to start date)

Duration of Activity: **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

Required Signatures of Approval:

_____	_____
Staff Advisor	Date
_____	_____
Principal	Date

Fund raising activities confined to an individual school or its grounds require only the Principal's approval.

_____	_____
Office of Student Services	Date

Fund raising activities involving more than one school or which involve fund raising or solicitations off of school district grounds require approval by the Principal and the Office of Student Services.

Upon approval, please schedule an appointment to meet with the main office secretary to review protocols and procedures.