

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 or No (circle one)

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.

Adoption date: June 27, 2006

Revision date: January 27, 2009