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