

Students

Exhibit - Application and Procedures to Solicit/Involve Students for Fund-Raising in Fundraising Activities

To be submitted to the Building Principal

Organization Name

School

Activity

Activity Dates

This application must be approved before ~~District~~ involving students ~~may be solicited for fund-raising activities in a fundraising activity~~. Only the following organizations ~~may solicit~~ are permitted to involve students ~~in fundraising activities while they are~~ on school grounds during school hours or during any school activity ~~to engage in fund-raising activities~~: (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.

Fund-raising/Fundraising efforts must not conflict with instructional activities or programs. Sales booths during a school activity or lunch are permissible.

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

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

~~How will students be asked to participate?~~ _____

Describe student incentives for participation: _____

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

When and what was the last ~~fund-raising~~fundraising activity done by this organization or club? _____

Local ordinances 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 is must be paramount ~~and door-to-door solicitations are prohibited.~~

~~Describe the students' role in the fund-raising activity:~~ _____

~~If students will conduct a sales or service campaign, where and how will they find customers? 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 ~~fund-raising~~ 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 ~~fund-raising~~ 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 ~~fund-raising~~ fundraising efforts that solicit donor messages for ~~incorporation into school property or placement upon~~ 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 <i>(please print)</i>	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: after approving or denying this application, return a copy of it to the person making the request, send the original to the Superintendent, and retain a copy at the School.)*

Approved **Denied**

Building Principal or designee	Date
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Business Manager	Date
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