



REQUEST FOR APPROVAL OF A FUNDRAISING ACTIVITY

**Note:** The District may designate on each school campus up to six days per school year to sell food and beverages that do not meet nutritional standards as part of a fundraiser during the school day; however, no exempted fundraiser food or beverage may be sold in competition with school meals in the food service area during the meal service. See CO(LEGAL) and FJ(LEGAL).

Organization: \_\_\_\_\_

Campus: \_\_\_\_\_

Project: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor's address: \_\_\_\_\_

Name of vendor's representative: \_\_\_\_\_

Date of project: \_\_\_\_\_ Length of project: \_\_\_\_\_

Item(s) to be sold: \_\_\_\_\_

Sale of items will be from: \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.) on  
\_\_\_\_\_ (dates).

Sale will be held at: \_\_\_\_\_ (describe exact location).

Expected profit: \_\_\_\_\_

Intended use of funds generated: \_\_\_\_\_

Scope of solicitations: \_\_\_\_\_

**For Office Use Only**

Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent or designee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved**
- Denied**

Fundraising activities are not confined to regular school hours but are considered an extension of the school program.

When fundraising activities are in the name of a campus or the District and are open to the entire student body, all funds raised become campus or District activity funds, as appropriate. When fundraising activities are confined to a specific student organization or group, all funds raised belong to the group or organization responsible for raising the money.

Students must not be required to participate in fundraising activities and cannot be penalized for choosing not to participate. Money raised should be used to benefit all students of the applicable group or organization and not just those who participated in the fundraising efforts.

***[The principal should clearly state in his or her procedures whether door-to-door solicitation is prohibited. See FJ(EX-HIBIT)]***

The principal at each campus is responsible for developing procedures for his or her campus staff to submit fundraising requests and for retaining all necessary records related to fundraising projects in the event of an audit or on request of the District central office.

On initiating a fundraising activity or project, each sponsor and principal are agreeing to comply with all relevant state and federal law related to fundraising, including any eligible tax-exempt fundraising projects. The District's business office should be consulted with any questions or concerns by these individuals.

At a minimum, the following information must be retained by each sponsor and principal:

1. The original fundraising activity request form along with the signed approval or denial by the principal;
2. Receipt books; and
3. A statement of revenues generated, expenses incurred, and remaining inventories (if applicable).