

**7.325E(1) Exhibit – Application for Student Fund-Raising Activity**

Form must be submitted at least **three** weeks prior to fundraising event

*(No purchases/Expenditures may be made until exhibit 7.325E(1) and District PREQ has been properly approved)*

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

Is the organization prepared to abide by District Policy 8.90, Parent Organizations and Booster Clubs?  Yes  No

Supervisor: \_\_\_\_\_ Contact #/email \_\_\_\_\_

Fundraising Activity: \_\_\_\_\_

How funds will be used: \_\_\_\_\_

*(If funds will be used for a trip/overnight, please submit a document describing travel plans)*

Funds must be used to the maximum extent possible for the designated purpose. Is this agreeable?  Yes  No

Activity Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Merchandise/Service being sold: \_\_\_\_\_

If service: Explain cost & revenue: \_\_\_\_\_

If merchandise: Estimated Cost per item: \_\_\_\_\_ Estimated Sales Price per item: \_\_\_\_\_

Total Estimated Activity Expenses: \_\_\_\_\_ Total Estimated Activity Revenue: \_\_\_\_\_

When will monies be collected by student and/or seller? Time of Sale  Time of Delivery

Dates Money collected by Building Financial Technician (Student Activity Fund Treasurer): Start: \_\_\_\_\_ End: \_\_\_\_\_

*(All cash must be handled in accordance with Administrative Regulation 4.50R(1))*

Student's role in fundraiser:  Door to Door  Before School  After School

Other (Explanation) \_\_\_\_\_

*(Student participation must be voluntary. Penalties for failure to participate are prohibited.)*

What, if any, activity may be done while students are on school premises? \_\_\_\_\_

When and what was the last fund-raising activity done by this organization/club? \_\_\_\_\_

How will students be informed? \_\_\_\_\_

How will parents be informed? \_\_\_\_\_

*The Building Principal will base his/her decision on the information being provided in this form as well as other criteria deemed important.*

Principal:  APPROVE  DENY Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Superintendent Designee will base his/her decision on the Building Principal's approval and that the fundraising activities purpose is appropriate.*

Superintendent Designee:  APPROVE  DENY Signature: \_\_\_\_\_ Date: \_\_\_\_\_