

Students

Exhibit - Application and Procedures to Solicit Students for Fund-Raising

To be submitted to the Building Principal

Organization Name	School
Activity	Activity Dates

This application must be approved before District students may be solicited for fund-raising activities. Only the following organizations may solicit students 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.*

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

What, if any, activity may 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 efforts should not burden students, their families, citizens, or merchants by being too frequent.

When and what was the last fund-raising 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 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? _____

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 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? _____

Not applicable - activity is not being proposed by a school-sponsored student organization
Parent organizations and booster clubs are governed by 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 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? _____

I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures.

Applicant name (*please print*) 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

DATED: October 10, 2007