

Illini West High School District #307  
Fund Raising Agreement

**Please submit the completed form to the building Principal.**

**The building principal will base his/her decision on the information being provided in this form as well as other criteria deemed important. Once approved by the building Principal, this application is submitted to the Superintendent for approval.**

By signing below, you agree to abide by the conditions stated in the application and agree to adhere to all Board policies and administrative procedures.

- This application must be approved before District students may be solicited for fund-raising activities.
- Only school sponsored student organizations or parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs* can participate in school-based fundraising.
- Fundraising efforts must not conflict with instructional activities or programs. Sales booths during a school activity or lunch are permissible with administrative approval.
- Student participation must be voluntary. Penalties for failure to participate are prohibited.
- Fundraising efforts should not burden students, their families, citizens, or merchants by being too frequent.
- Merchants must approve of any activities at their property and students must conduct themselves as ambassadors for their School.
- Student safety is paramount and door-to-door solicitations are prohibited.
- Sales or service campaigns to raise money should offer appropriate merchandise or services.
- For school-sponsored student organizations, a school staff member must supervise the fundraising activities in addition to any other adult volunteers.
- For school-sponsored student organizations, I agree that the student activity funds treasurer must safeguard the financial accounts.
- The fundraising efforts must be to support the organizations purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
- The funds must be used to maximum extent possible for the designated funds.

I agree to all conditions above and agree to follow the policies and procedures associated with this fundraiser. Initials \_\_\_\_\_

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

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

Activity Dates: \_\_\_\_\_

Please answer the following questions, regarding your fundraising request:

1. Which organization would you classify yourself as?
  - School sponsored student organization
  - Parent Organization/Booster Club
2. What, if any, activity may be done while students are on school premises?
3. How will students be asked to participate? Describe student incentives for participation.
4. When and what was the last fundraising activity done by this organization or club?
5. Describe the students' role in the fundraising activity.
6. If students will conduct a sales or service campaign, where and how will they find customers?
7. Describe the merchandise or services students will be asked to sell or perform.
8. List all the adult sponsors, including staff members and non-staff adult volunteers.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
9. Describe how funds raised through the proposed activity will be used.
10. If the activity will help fund a trip or overnight excursion, describe the travel plans.

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date