## **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 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?

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 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?

The fund-raising 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?

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 (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