

SAYDEL COMMUNITY SCHOOL DISTRICT

FUNDRAISING APPROVAL FORM

For complete fundraising guidelines and regulations, see Board Policy 712

For consideration, the form must be filled out completely

ORGANIZATION INFORMATION

Name of Organization: _____

Name of Organization Contact: _____

Contact Phone: _____

Contact E-mail: _____

Secondary Organization Contact: _____

Secondary Contact Phone: _____

Secondary Contact E-mail: _____

Type of Organization:

- Student Organization – Groups sponsored by the District and approved by the Board (athletics, extracurricular activities and clubs, student classrooms or grade-levels).
- Outside Organization – are non school-funded groups such as a parent teacher organization (PTOs), and parent booster groups that provide supplementary support to existing school programs and activities.

GENERAL INFORMATION

Preferred Dates of Fundraiser

FIRST CHOICE

__/20__ THROUGH __/20__

SECOND CHOICE

__/20__ THROUGH __/20__

THIRD CHOICE

__/20__ THROUGH __/20__

Expected profit or goal of fundraiser:

Type of fundraiser:

- Sales (no outside provider or vendor)
- Sales (outside provider or vendor) – Contract must be approved by the Board
- Advertising Sales
- Dance
- Carnival
- Auction
- 50/50 or other raffle (must have gambling license on file)
- OTHER (please describe)

If you answered Advertising Sales OR plan to contact local businesses, please indicate what local businesses you plan to target:

Please describe in detail the purpose of the fundraiser. How will the funds be used (ex: purchase new golf bags for golf team)?:

Will parents or students be able to buy out of this fundraiser with a cash donation?

- YES
- NO

If YES, what amount will be requested? _____

Will this fundraiser involve the sale of food or food provided during the event? (please see food requirements – Policy 712.R2)

- YES
- NO

If YES

- a) This proposal requires the approval of the Director of Food Service
- b) Please describe in detail the TYPE of food, the PREPARATION of the food (prepackaged, store bought, prepared), who will be HANDLING the food and the TIME the food will be sold (during school, after school, off site etc.):

Will this fundraiser benefit through donation of money or resources another non-profit organization (Red Cross, American Cancer Society etc.)

- YES
- NO

If YES, please describe:

Is there a contract with an outside organization or vendor?

- YES
- NO

If YES, please give the name of the organization and the service provided, including any prizes and send a copy of this contract to the Business Manager at District Office:

Will the fundraising be conducted as an online fundraising/crowdfunding campaign?

- YES
- NO

If YES:

- a) Please attach to this form a copy of the posting you will be using. Please remember privacy laws when developing content or choosing photos to use.
- b) Your principal or director will have a copy of the approved District and Building profile to use in your posting.
- c) Please read Policy 712.R1 - Online Fundraising Campaigns.

I have read and understand Policy 712.R1 - Online Fundraising Campaigns

- YES
- NO

REQUIRED ATTACHMENTS

The following attachments will accompany this application. All attachments must be received to complete the application process (Check all required items and send to the appropriate party):

- Contract with external vendor – Send to Business Manager at District Office
- Online fundraising posting – Send to Principal or Director of Activities
- Copy of Gambling License – Send to Business Manager at District Office

REQUIRED SIGNATURES

Director of Food Service

(if sale or free food is part of the fundraiser)

- APPROVED
- NOT APPROVED (see notes)
- APPROVAL NOT NEEDED

Notes:

Signature: _____ Date: _____

Building Principal

(if building/classroom or student club fundraiser)

- APPROVED
- NOT APPROVED (see notes)
- APPROVAL NOT NEEDED

Notes:

Signature: _____ Date: _____

Director of Activities and Community Education

(if athletic or extracurricular activity)

- APPROVED
- NOT APPROVED (see notes)
- APPROVAL NOT NEEDED

Notes:

Signature: _____ Date: _____

Business Manager

(if fundraiser involves contract with outside vendor)

- APPROVED
- NOT APPROVED (see notes)
- APPROVAL NOT NEEDED

Notes:

Signature: _____ Date: _____

FINAL APPROVAL TO BE PLACED ON BOARD AGENDA

Superintendent of Schools

- APPROVED
- NOT APPROVED (see notes)
- APPROVAL NOT NEEDED

Notes:

Signature: _____ Date: _____

APPROVED BY BOARD: Date: _____