

FUND RAISING REQUEST FORM

Organization sponsoring fundraiser event: _____

Organization Advisor's name: _____ Phone Number: _____

Organization President's name: _____

Requested dates for fundraiser and time frame (if applicable): _____

What items, food products, etc., will be sold? _____

Do the items meet the Smart Snack Standards? Yes No Not Applicable

To determine if the items meet the Smart Snack Standards, please utilize the Smart Snack Calculator here:

<https://foodplanner.healthiergeneration.org/calculator/>

Where will the fundraiser be held or distributed? _____

Company to be used: _____

Company contact person's name: _____

Approximate cost of items being sold: _____

Must items be stored when received?: Yes No If yes, where?: _____

What special arrangements (if any) must be made concerning the fundraiser activity?: _____

What will the profits be used for?: _____

Date form received to office: _____ Approved Denied

Assistant Principal Approval Signature

Secondary approval and signature required if items do NOT meet Smart Snack Standards:

Approved Denied

Assistant Principal Approval Signature

Reason denied:

Fundraising for the purpose of defraying expenses of approved activities and or organization is recognized as one of the normal activities of a school group. Each fundraising activity sponsored by an organization or class must be approved by the assistant principal prior to finalizing fundraiser with a company. Classes and organizations must show a sound need for money, along with the detailed plans before approval will be granted. In all forms of fundraising, advisors should make the most of the education opportunities offered by the project. All fundraising activities must be approved by the advisor before requesting final approval by the assistant principal prior to finalizing fundraiser with a company. Fundraising activities must be supervised by the advisor.

1. All fundraising programs must be cleared through the assistant principal prior to finalizing fundraiser with a company.
2. No more than one fundraising activity of the same type will be allowed take place at any one time unless approved by the assistant principal.
3. The administrator must be consulted regarding storage of sale items.
4. If fundraiser is canceled, please contact the building office.

ITEMS NEED TO HAVE TAX ADDED IF APPLICABLE, TAX EXEMPT NUMBERS WILL NOT BE GIVEN OUT FOR FUNDRAISERS.

Please refer to Policy 229 and Policy 246 on the following pages for more information.