

## Students

### Exhibit - Application and Procedures to Involve Students in Fundraising Activities

*To be submitted to the Building Principal*

---

Organization Name

---

School

---

Activity

---

Activity Dates

**This application must be approved before involving students in a fundraising activity.** Only the following organizations are permitted to involve students in fundraising activities while they are on school grounds during school hours or during any school activity: (*check at least one box*)

- ☐ School-sponsored student organization; **or**  
☐ Parent organizations and booster clubs that are recognized pursuant to Board policy 8:90, *Parent Organizations and Booster Clubs*.

**Describe how students will be involved in the fundraising activity, including whether they will be asked to buy or sell items:**

---

**Will the proposed activity involve selling food or beverage items to students on campus during the school day?**

- ☐ Yes – An approval may be contingent on the availability of an *exempted fundraising day*; please attach an exact description of what you propose to sell including the nutritional analysis.  
☐ No – Food and beverage items will not be sold to students on campus during the school day.

**Fundraising efforts must not conflict with instructional activities or programs.** Sales booths during a school activity or lunch are permissible.

What, if any, activity will be done while students are on school premises?

---

**Student participation must be voluntary.** Penalties for failure to participate are prohibited.

Describe student incentives for participation: \_\_\_\_\_

**Fundraising efforts should not burden students, their families, citizens, or merchants by being too frequent.**

When and what was the last fundraising 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 must be paramount.**

How will students be kept safe if fundraising activities occur away from school?

---

☐ Not applicable – all student involvement occurs at school.

**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? ☐ Yes ☐ No

☐ 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 fundraising 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? ☐ Yes ☐ No

**Fundraising efforts that solicit donor messages for placement on school property must follow the District's viewpoint neutral guidelines for the creation of messages.**

Is this agreeable? ☐ Yes ☐ No

☐ 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

---

Email 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