Sparta CUSD 140-March 2020 7:325-E

# Students

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

*To be submitted to the Building Principal*

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|  |  |  |
| 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 policy 8:90, *Parent Organizations and Booster Clubs.*

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| --- |
| **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 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 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.

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|  |  |  |
| 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**

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| Building Principal or designee |  | Date |