



SCHOOL-ALLIED ORGANIZATION FUND-RAISING ACTIVITY APPLICATION

FOR FUND-RAISERS CONDUCTED ON SCHOOL GROUNDS

Application Date: _____

On behalf of the _____ for _____,
School-allied Organization's Name School Name

we are requesting authorization from the school administration to conduct the following fund-raising activity(ies) on school grounds:

Activity Description	Items to be sold (if applicable)	Activity Date(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

The purpose of these activities is to: _____

Our organization acknowledges and agrees to observe all applicable School Board Rules and guidelines for school-allied organizations, as specified in Section IV - Chapter 12 of the Manual of Internal Fund Accounting for Elementary and Secondary Schools, that include, **but are not limited to, the following:**

1. No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
2. Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
3. Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school- allied organizations must have adequate adult supervision.
4. Merchandise purchased for fund-raisers can only be shipped to the school if advanced authorization is obtained from the principal.
5. Should school Marks be utilized on merchandise, advanced Principal authorization and an executed Trademark License Agreement is required.
6. The School Board's sales tax exemption number cannot be used by school-allied organizations. Applicable sales taxes must be paid on items purchased for re-sale.
7. Roadside and/or median solicitation of funds is strictly prohibited (School Board Policy 5830 - Student Fundraising).

Organization's Officer Date

Principal Date

Activities Director (if applicable) Date