



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:**

- No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
- Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
- Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school- allied organizations must have adequate adult supervision.
- Merchandise purchased for fund-raisers can only be shipped to the school if advanced authorization is obtained from the principal.
- Should school Marks be utilized on merchandise, advanced Principal authorization and an executed Trademark License Agreement is required.
- 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.
- 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