

REQUEST TO CARRY OUT FUND RAISING ACTIVITY ASSOCIATED WITH ROXANA SCHOOL DISTRICT

Fund raising activities may be conducted in Roxana Schools under four provisions.

1. The activity is sponsored by a school related organization,
2. All plans for such activity must be approved in advance, in writing, by the building Principal or Superintendent,
3. Monies from such activities are not to be used for the personal gain of any individual,
4. Sales and/or distribution of products on school property, not deemed in the best educational or health interest of the students, are prohibited.

This form must be completed and submitted to the Building Principal (if proposed activity is associated with a particular building) or to the Superintendent (if the activity is district-wide). No commitments or plans are to be made prior to approval.

1. Name of organization sponsoring proposed activity:

2. Individual or officers responsible for this activity:

Name _____

Address _____ Phone _____

3. Describe briefly the proposed activity.

A. Who will be involved?

B. What will they do?

C. Is there a product involved? If so, what product?

D. Where is the activity to take place?

E. What is the purpose of the activity? What will be done with the proceeds?

F. Special facilities and/or equipment needed.

4. If this is a student project, this request is to be approved by the faculty sponsor.

5. Date submitted _____ Signature of Sponsor _____

Date activity is to begin _____ Date activity is to end _____

TO BE COMPLETED BY PRINCIPAL OR SUPERINTENDENT

This proposal is approved with the following changes and/or deletions:

This proposal is not approved because _____

ADMINISTRATIVE RULES FOR FUND RAISING POLICY

1. In considering approving fund raising activities, the principal should:
 - A. Determine that all advertisements of the fund raising activity identify the organization or group sponsoring the event and the purpose for which the funds will be used.
 - B. Consider the number of fund raising activities within a year, in order to minimize the possible interference and inconvenience to the school program.
 - C. Approve or reject proposed activity using District Approval Form. Submit copy of such form to the Superintendent.
 2. Funds collected by student groups shall be accounted for through the office of the Building Principal within the guidelines of "Rules and Regulations for the Operation of Student Activity Funds."
 3. Fund raising activities shall be conducted in such a way that students, staff members, residents of the community, or business organizations, are not pressured to buy or accept any product or service, or to make cash contributions.
 4. Fund raising activities within the school shall be conducted in locations in the building and at times designated by the principal.
 5. Approved fund raising activities within the school shall be conducted in locations in the building and at times designated by the Principal.
 6. No PTA or other group sponsored fund raisers may be approved for solicitation during the time school is in session (noon hours excepted) if they directly involve students as solicitors.

Exception to this rule will be granted by the Superintendent only when it seems to be in the best interest of a group of students and the District.
 7. All sales of merchandise are to be on an "order" system. Under this plan, orders are taken and the merchandise is delivered with payment on delivery.
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