

**Policy 89-24:**

**Fund-raising Activities**

*All requests for fund-raising activities for the year need to be in the superintendent's office prior to the end of the last day of September. Each principal will be expected to coordinate, review and consolidate the requests prior to submitting them for approval.*

*A standardized format titled "Summary of Fund-Raising Requests" will be utilized by each campus (see attached sheet). Each project is to be identified and the following information given on each:*

- a. Organization*
- b. Project*
- c. Vendor*
- d. Date of project*
- e. Length of project*
- f. Expected profit*
- g. Purpose (reason for need of money)*

*Each student organization on the campus should be limited to two (2) fund-raising activities for the year. Any deviation from this need to be discussed with the superintendent.*

## FUND-RAISING PROJECTS REQUEST

\_\_\_\_\_  
Class or Organization

\_\_\_\_\_  
Sponsor (s)

\_\_\_\_\_  
Date Request Submitted

\_\_\_\_\_  
School Year

Describe each fund-raising project that your class or organization would like to conduct during the school year. Include: (1) the item to be sold or the activity, (2) the name of the company (if one is to be used), (3) the time of the year or date that you wish to conduct the project, (4) the expected length of the project (i.e. one day, once a month, a weekend, two weeks, etc.), (5) the expected profit, and (6) **IMPORTANT:** also include, in the description, the purpose or rationale for the funds that will be raised.

I. (1) Item to be sold or the activity \_\_\_\_\_

(2) Name and address of vendor \_\_\_\_\_

(3) Date to conduct project \_\_\_\_\_

(4) Length of project \_\_\_\_\_

(5) Expected project \_\_\_\_\_

(6) Rationale or purpose for raising funds \_\_\_\_\_

\_\_\_\_\_

II. (1) Item to be sold or the activity \_\_\_\_\_

(2) Name and address of vendor \_\_\_\_\_

(3) Date to conduct project \_\_\_\_\_

(4) Length of project \_\_\_\_\_

(5) Expected profit \_\_\_\_\_

(6) Rational or purpose for raising funds \_\_\_\_\_

\_\_\_\_\_