

USD 308 HUTCHINSON PUBLIC SCHOOLS
FUNDRAISING APPLICATION

This application form shall be completed by all individuals or groups using facilities, name, logos, trademarks, students, or staff of USD 308 in the fund raising process.

Philosophy: The Board of Education recognizes that certain types of fundraising activities may enhance educational programs and contribute to the improvement of the school program. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and families from exploitation. In an attempt to provide opportunities for enhancement without due exploitation, the following guidelines apply to school district fundraising activities.

Guidelines:

- Student safety is the priority in all fundraising activities. Elementary students should be supervised in door-to-door sales or canvassing.
- Participation in fundraising activities may not influence a student's grade or be considered a mandatory requirement for participation in a district-approved program.
- There shall be sufficient educational benefit to the school and/or students to justify the fundraising activity and funds raised from the activity must be used for stated purpose.
- Fundraising activities must be conducted in a way as to cause minimal disruption of instructional time and regular school activities.
- Raffles or games of chance are not permitted without the prior written approval of the superintendent.
- Upon completion of a fundraiser, complete the profit/loss box, copy the form and send to the Business office.

School _____ Date submitted _____ Organization _____

Name of sponsor of the organization submitting application: _____

Person(s) responsible for the organization of the fund raiser: _____

Description of the activity: _____

Purpose for the funds raised: _____

Persons involved in the activity (students, parents, community): _____

Amount of money projected to be raised through event/activity: _____

Method of advertising/publicity: _____

Date(s) of fundraising activity – Beginning _____ Ending _____

Time when event/activity will take place: _____

Location event/activity will take place: _____

District facility requested: _____

Comments: _____

<u>NET REVENUE</u> <u>BOX</u>	
Net Profit \$	
Net Loss \$	
Comments:	
Date:	Initials

_____ Approved _____ Denied _____ Date _____
Signature of Building Administrator

A copy of this form needs to be forwarded to the District's business office for inclusion on the Master Fund Raiser List.

Process: 1) Organization completes the Application Form. 2) Building Administration reviews Application for Approval or Denial. 3) Application Form is sent to the District's Business Office for recordkeeping. 4) District Business Office places Application on Master List and distributes to buildings monthly. 5) Master list copies are to be provided to the Sponsor and Building Administrators monthly. 6) Upon completion of a fundraiser, the <u>Building Administrator</u> completes the Net Revenue Box, copies the form and sends a copy to the District's Business Office.
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