



Scarborough Public Schools

FUNDRAISING PROPOSAL

This form must be completed at least two weeks prior to the commencement of the activity. The organization cannot begin the activity until approval is received from the School Department. Incomplete forms will be denied.

Date	
Organization	
Representative	
Phone	
Email	

Description of Fundraising Activity:

Activity	
Location	
Dates/Times	
Targeted amount of fundraising activity	
Specific purpose for which these funds will be used	
Does this fundraiser require the use of a Scarborough Schools Facility?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Student Involvement:

Number of students involved	
Affiliation of students involved (e.g. NHS, 2 nd Graders, etc)	
Role of the Students	

Signature of Group Representative: _____ **Date:** _____

REMEMBER:

1. Groups renting (using) Scarborough School facilities for special events are currently prohibited from having concession (food) sales during the event per District COVID protocols. Food sales would be considered a violation of our mask mandate rule. Face masks need to remain on at all times while in the building.
2. Fundraising activities will not be conducted within the school during school hours without prior permission from an Administrator.
3. All funds raised must be used to achieve the stated purpose of the group.
4. Door-to-door sales will require prior permission from an Administrator and supervision of students
5. Fundraising that includes acquiring program “sponsors” will require the approval of the “sponsor list” prior to solicitations.
6. The fundraising event cannot violate a school rule/policy without prior permission from an Administrator.

<i>Modifications (administrator only)</i>	
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Approved

Approved w/ Modifications

Not Approved

Signature of Building Administrator: _____ **Date:** _____

Signature of Superintendent (or Designee): _____ **Date:** _____

Completed forms should be returned to the Administrator in charge of the program.
After approval, a copy of this form will be sent to the designated school.



Scarborough Public Schools

Building Approval and Use: COVID Protocols

COVID-19 Protocols for Building Use (Information within this form is subject to change. As National, State and Local organizations continue to update guidelines and protocols we will update the information contained on this page.)

- Groups renting (using) Scarborough School facilities for special events are currently prohibited from having concession (food) sales during the event per District COVID protocols. Food sales would be considered a violation of our mask mandate rule. Face masks need to remain on at all times while in the building.
- [Pre-screening](#) is required by all individuals attending the event. Signs will be posted at all entrances.
- The group hosting the event will provide hand sanitizer (at least 60% alcohol) in multiple locations around public spaces and signage that requires the use of hand sanitizer upon entering.
- The group hosting the event will provide appropriate protective face coverings at the entrances(s) for any attendees who are not wearing one and ensure that no one is admitted into the event without one on. “Buffs,” ski masks and/or handkerchiefs are **not** acceptable face coverings.
- Occupancy capacities will be determined by the space requested. The total number of people within the facility for the event should not exceed the occupancy numbers as listed below for the appropriate spacing and distancing:
 - HS Auditorium: 210 front only, 370 front and rear combined
 - HS Cafeteria 286
 - HS Alumni Gymnasium, 366 per side with bleachers (732 maximum)
 - MS Gymnasium 305
 - HS Plummer Gymnasium 234 per side with bleachers (468 maximum)
 - MS Cafeteria 133
 - WS Gymnasium 471
 - WS Cafeteria 215
- It will be the responsibility of the hosting group to post signs stating the occupancy capacity for your event, track this information and limit the maximum number of occupants for your event/space.

Physical (Social) Distancing

- Adjust the size of an event based on the ability of attendees from different households to stay 6 feet (2 arm lengths) apart. In accordance with occupancy requirements outlined above.
- Remind attendees upon arrival to stay at least 6 feet away from people who don't live with them.
- Discourage attendees and staff from greeting others with physical contact (for example, handshakes). Include this reminder on signs about physical distancing.
- Work to modify layouts and maintain healthy environments.

Adequate Supplies

- Ensure that you have adequate supplies to support healthy hygiene. Supplies include soap, water, hand sanitizer containing at least 60% alcohol, a way to dry hands (e.g., paper towels, hand dryer), tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans.

Signs and Messages

- Post signs in highly visible locations (for example, at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly wearing a mask, physical distancing, and washing hands.
- Broadcast regular announcements on reducing the spread of COVID-19 on public address systems.
- Consider developing signs and messages in multiple languages and formats .

What to do if anyone becomes sick after hosting or attending a gathering or event

- If a staff member or an attendee develops [symptoms consistent with COVID-19](#), such as fever, cough, or shortness of breath, follow [steps to prevent the spread of COVID-19](#) and the [Public Health Recommendations for Community-Related Exposure](#). Collaboration with the local health department is important to facilitate case investigation and contact tracing for event attendees. Also, immediately contact and notify the people they were in close contact with, the event organizers, and the local health department.
- If a staff member or an attendee is waiting for COVID-19 test results, [follow these important steps](#) to help stop the spread of COVID-19.
- If you are a staff member or an attendee who has been diagnosed with COVID-19, a [public health worker may contact you](#) to check on your health and ask you who you have been in contact with and where you've spent your time. Your information will be confidential. Learn more about [what to expect with contact tracing](#)



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Describe how you plan on organizing the physical space for your event. Attach a general floor plan.

Describe your plan to maintain adequate distancing for all individuals.

How will you ensure that all participants at the event wear a face covering at all times?

What items will you provide to ensure all participants practice good hygiene? Where will they be located? What will be your process if anyone at the event is not compliant with protocols? (not wearing a mask, not wearing a mask properly, using an inappropriate face covering, etc.)

How will ensure that spaces are properly disinfected during the event in accordance with CDC and State of Maine guidelines? [Cleaning and Disinfecting Your Facility](#)

Identify 3 key individuals who will provide oversight and who will be on-site during the event to ensure all protocols are being followed.

<p><i>Approval (administrator only)</i></p>	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved with modifications as outlined here:</p> <p><input type="checkbox"/> Not approved at this time</p> <p>Approver's Name : _____</p> <p>Date: _____</p>
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