Pomperaug Regional School District 15
Serving the Communities of Middlebury and Southbury, CT
Fundraiser Approval Form

School where fundraiser will occur: ☐ **PHS** ☐ **RMS** ☐ **MMS** ☐ **LMES** ☐ **MES** ☐ **GES** ☐ **PES**

Fundraising organization: _____

Fundraising contact person: _____

Phone: _____   **E-mail:** _____

Dates of fundraiser: **FROM** _____/_____/_____   **TO** _____/_____/_____

month   day   year   month   day   year

1. **Type of fundraiser?** Check all that apply, see Regional School District 15 Policy No. 5131.7 for definitions:
   - ☐ Sale of merchandise to or by students in school
   - ☐ Sale of merchandise outside of school
   - ☐ Provision of service for a free
   - ☐ Solicitation of items for sale
   - ☐ Student solicitation for funds
   - ☐ Other: _____

2. **Describe the purpose of this fundraiser:**

   _____
   _____
   _____
   _____
   _____

3. **Where** will the fundraiser be conducted? *(Check all that apply)*

   ☐ On school premises   ☐ Off school premises

4. Will the fundraiser sell any **food or beverage items**?   ☐ Yes   ☐ No

   - If yes was answered, please fill out questions 5-10 on the back of this form.

For district use only

The fundraiser is *(check one):*

☐   Approved:

☐   Not approved (indicate reason):

_____	_____	_____
Signature	*Building Principal*	Date
_____	_____	_____
Signature	*Director of Finance and Operations*	Date
_____	_____	_____
Signature	*Superintendent of Schools*	Date

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5. Do the food or beverage items meet the Connecticut Nutrition Standards?

    ☐ No

    ☐ Yes: How was compliance determined? **Note:** Commercial items must be listed on the CSDE's List of Acceptable Foods and Beverages webpage. Foods made from scratch must have a recipe with nutrient analysis and the completed CNS worksheet.

    _____

6. **When** will the fundraiser be conducted? *(Check all that apply)*

    ☐ During the school day *(indicate times)*: _____

    ☐ After the school day *(indicate times)*: _____

    ☐ On the weekend *(indicate times)*: _____

7. **How** will the fundraiser be conducted? Explain the sales process, money collection process. and pick up procedures:

    _____

    _____

8. Will the fundraiser be conducted at the **location of an event that has been exempted by the board of education**?

    ☐ No

    ☐ Yes: *Describe event:* _____

                         _____

9. **Who** will the fundraiser items be sold to? *(Check all that apply)*

☐ Students	☐ Parents and other adults	☐ School staff

    ☐ Other *(specify):* _____

10. List all food or beverage items sold, e.g., candy, cookie dough, cake, soda, etc. *(Attach additional pages if necessary)*

Manufacturer	Food or beverage

For district use only

The fundraiser is *(check one):*

☐ Approved:

☐ Not approved (indicate reason):

_____	_____	_____
Signature	*Building Principal*	Date
_____	_____	_____
Signature	*Director of Finance and Operations*	Date
_____	_____	_____
Signature	*Superintendent of Schools*	Date

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