

**Radnor High School
Fundraiser or Collection Drive**

This form is only to be used for fundraisers or collection drives at Radnor High School by established clubs, sports and activities. Fundraisers or collection drives for non-school sponsored clubs, sports and/or activities are not permitted. Each fundraiser or collection drive may last for one week.

Name of Fundraiser or Collection Drive: _____

For the benefit of RHS Club/Sport/Activity/Class: _____

Student Name: _____

Date of Request: _____

Student E-mail: _____

RHS Sponsor/Coach Name: _____

A brief description of what the drive entails:

Items to be collected, if any:

Means of collection (select from options below):

All Homerooms (*) Homeroom teachers are not responsible for lost or stolen items. Items collected in homerooms must be picked up each morning.

Single location (list): _____

Multiple locations (list): _____

Announcement request:

Flyer to advertise for the event (*) Must be attached for approval. Club members are responsible to put up and take down flyers around the school. Flyers may be hung on tack strips one week prior to the fundraiser/collection drive and must be taken down the week following the fundraiser/collection drive.) Club members are responsible for notifying all groups (the student, the principal, and the morning announcements email address).

Approved: _____ Declined: _____

Reason, if applicable: _____

Administrative Signature: _____ Date: _____

This original form will be scanned & emailed to the Faculty/Staff Sponsor upon approval.

Radnor High School Student Fundraising Guidelines

The following are the guidelines for bake sales and other in-school fundraisers:

- All fundraisers must have a faculty or staff sponsor.
- Money raised by students must be deposited in a student activities fund.
- All bake sales or in-school fundraisers must receive administrative approval at least one week prior to the event.
- Each club, activity, or organization may not sign up for more than three(3) fundraisers at a time.
- No more than two(2) groups may sell food on the same day.
- Groups may not sell food during lunches.
- Baked goods may not contain nuts in any form (ex: whole or crushed, oils derived from nuts, peanut butter, etc.)
- All food must be store bought or prepacked, no homemade baked goods.

All fundraising activities must adhere to the Radnor Township School District's policy on Student Activity Funds #618 and Student Fundraising #229.

WE HAVE READ AND UNDERSTAND THE EXPECTATIONS AND GUIDELINES ASSOCIATED WITH STUDENT FUNDRAISERS AT RADNOR HIGH SCHOOL.

Name of club/organization: _____

Date paperwork submitted: _____

Student(s) requesting permission to fundraise:

PRINT STUDENT NAME:	STUDENT SIGNATURE:	DATE:

Description of fundraising activity / List of baked goods or food items and person responsible for those items:

Name of Faculty/Staff/Coach Sponsor: _____
(printed)

Signature of Faculty/Staff/Coach Sponsor: _____

Approved: _____ Declined: _____ Reason, if applicable: _____

Administrative Signature: _____ Date: _____

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