



# Pembroke Public Schools

## Fundraising Request Form JJE-E

*This form must be submitted no less than two weeks prior to the event.*

*See page 2 for policy on fundraising.*

**Name of ESO, or Activity:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

- Activity:**
- Non-athletic** (submit to building administrator)
  - Athletic** (submit to athletic director who will review and forward with recommendations to the building administrator)

**Activity/Event Information**

Date(s)	Location	Start Time	End Time

**Description of Activity or Event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All Proceeds from this Event will Benefit:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proceeds will be used for:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have any further information you would like to include for consideration, please attach it to this form.

*By signing below you agree to comply with Pembroke School Committee Policies. For any use of a school facility, you must complete an Application for Use of School Facilities and submit it to the building principal for approval.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*For Office Use Only*

- Application Approved
- Application Denied. Reason: \_\_\_\_\_

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date



# Pembroke Public Schools

JJE

## FUNDRAISING

### Policy Statement

The Pembroke School Committee (PSC) recognizes that fundraising activities are used by school-sponsored organizations and external support organizations (ESO) to support school-related endeavors. The PSC approves of fundraising by these groups as long as the proceeds of these activities contribute to the educational experience of students and that the conduct of these activities does not conflict with or disrupt the operation of the instructional program.

### Purpose

The purpose of this policy is to provide a framework for fundraising activities at each school that safeguards instructional time, supports a common educational experience for all students, and includes appropriate accountability provisions.

- A. All fundraising activities involving PPSD students must be conducted by a sanctioned Pembroke Public School Department (PPSD) activity or a recognized PPSD external support organization (ESO).
- B. All non-athletic fundraising requests will be submitted to the Building Administrator (BA). All athletic fundraising requests will be submitted to the Athletic Director (AD) who will make recommendations to the BA for approval. All requests must be submitted on an appropriate pre-approved request form (JJE-E).
- C. The PPSD discourages door-to-door solicitation.
- D. There must be educational or financial benefits to the PPSD and/or ESO to justify the fundraising activity.

*Reference: PSC Policy JJE Fundraising*