

FUNDRAISING

District wide administrative guidelines for student fundraising activities are listed below:

1. Student fundraising events shall be kept to the minimum amount required to fund student activities.
2. No Fundraising activity of any type shall take place without prior approval of the building Principal.
3. A fundraising form must be submitted to the Principal or designee at least 2 weeks before the fundraiser.
4. Those engaged in fundraising activities should make clear the school organization for which the funds are being raised.
5. Fundraising projects shall be limited to items and activities not funded through the school district budget.
6. Fundraising activities should not interfere with the regular operation of the school. Food or candy may not be sold during the school day.
7. No student shall be required to sell anything as a condition for participation in any school sponsored activity. Participation in fundraising shall be voluntary.

Contracts for any services or goods can only be signed by the Assistant Superintendent for Business following written Principal approval.

Sleepy Hollow Middle School Request for Fundraiser

Name of Organization: _____

Advisor(s) Name: _____

Contact Information (email and phone #): _____

Today's Date: _____ Requested Date(s) for Fundraiser: _____

Purpose of Fundraiser:
Description of Fundraiser:
Anticipated Costs of Fundraiser (be specific – include cost of custodial overtime, police coverage if required): none
Costs to participants (i.e. advanced ticket sales or at door, minimum amount required to rise?)

Checklist:

_____ Checked facilities calendar and submitted School Dude request
(Including if you require tables, chairs, mics etc.)

_____ Secured chaperones as necessary

_____ Cash boxes/Change (**Pre-number Tickets or Receipt Book**)

_____ Promotion – flyers, include in a mailing etc.

_____ Other – Notes: _____

Signature of Advisor/Sponsor

Date

The above requested fundraiser has been approved

The above requested fundraiser has **NOT** been approved: (REASON) _____

Principal or Assistant Principal Signature