7.325E(1) Exhibit - Application for Student Fundraising Activity

School: _____   Student Activity Account: _____

Is the organization prepared to abide by District Policy 8.90, Parent Organizations and Booster Clubs? ☐Yes ☐No

Sponsor: _____   Contact #/email: _____

Fundraising Activity: _____

How funds will be used: _____   When will funds be used: _____
(If funds will be used for a trip/overnight, please include approved Field Trip documents.)

Funds must be used to the maximum extent possible for the designated purpose. Is this agreeable? ☐Yes   ☐No

Activity Dates: Start: _____   End: _____

Merchandise/Service being sold: _____   Vendor: _____

　　　If Service: Explain cost & revenue: _____

　　　If Merchandise: Estimated Cost per item: _____   Estimated Sales Price per item: _____

Total Estimated Activity Expenses: _____   Total Estimated Activity Revenue: _____

When will monies be collected by student and/or seller?   ☐Time of Sale   ☐Time of Delivery

Dates Money collected by Building Financial Technician (Student Activity Fund Treasurer):   Start: _____   End: _____
(All cash must be handled in accordance with Administrative Regulation 4.50R(l))

Student's role in fundraiser: ☐ Door to Door   ☐ Before School   ☐ After School   ☐ Other

　　　Other (Explanation) _____
　　　(Student participation must be voluntary. Penalties for failure to participate are prohibited.)

What, if any, activity may be done while students are on school premises? _____

_____

When and what was the last Student Activity Account activity and what is the current fund balance? $_____

_____

_____

How will students and parents be informed? _____

I/we agree to follow RPS 205 Board Policy 7.325 & 4.90

　　　Sponsor Signature: _____   Date: _____

The Building Principal will base his/her decision on the information being provided in this form as well as other criteria deemed important.

Principal:

　　☐　　　☐　　Signature: _____   Date: _____

　APPROVE　DENY

The Superintendent Designee will base his/her decision on the Building Principal's approval and that the fundraising activities purpose is appropriate.

CFO or Designee:

　　☐　　　☐　　Signature: _____   Date: _____

　APPROVE　DENY

Revised July 2023