SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819 847-548-8470 Fax 847-548-8472 VP 224-207-8476 www.sedol.us

Valerie M. Donnan, M.Ed. Superintendent

Barbara Watson

Assistant Superintendent of Business, CSBO

Application for Solicitation By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent, or his/her designee. This application must be approved before staff may solicit donations or conduct fundraising activities. The application should be submitted 6 to 8 weeks in advance of the activity. NOTE: The solicitation/activity must not conflict with instructional activities or programs. (Policy 5:140) Staff Member Soliciting Donations SEDOL School or Classroom Location Program/Building Benefitting from Donations Date(s) When Solicitation Will Occur Please explain how the solicitation or activity will be conducted. Please explain the intended purpose for funds raised. Will the solicitation or activity involve students in any way?
Yes ☐ No If yes, please refer to Policy 7:325 Student Fundraising Activities and the related Exhibit 7:325-E Application and Procedures to Involve Students in Fundraising Activities. Please explain how students will be involved. I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures. Applicant/Staff Member Name (please print) Address **SEDOL Principal/Supervisor Approval** ☐ Approved ■ Denied The SEDOL principal/supervisor will base his/her decision on the information provided in this form as well as other criteria deemed important. If approval is granted, the application should be forwarded to the Assistant Superintendent of Business for review and final approval. Notification of the Assistant Superintendent's decision will be sent to the person making the request and to the principal/supervisor. If the request is denied, return a copy of the application to the staff member making the request and retain the original at the school. SEDOL Principal/Supervisor Date **Assistant Superintendent of Business Approval** ☐ Approved ☐ Denied

After approving or denying this application, a copy will be returned to the staff member making the request and to the principal/supervisor. The Assistant Superintendent will retain the original.

Assistant Superintendent of Business