

Publicity and Fundraising Guidelines for Clubs and Activities

Publicity Guidelines

All publicity must be approved (i.e. stamped) before it is posted. Publicity that is not approved will be removed and the space given to approved banners and posters. Please do not post your publicity and then ask for approval. ASB is available period 4 in Room 1134 or you may put your request in the ASB box.

All publicity **MUST** be hung with **BLUE PAINTERS TAPE ONLY!** No masking tape or any other form of adhesive should be used. Any publicity hung with masking tape will be immediately removed!

Publicity may be posted in the following locations (and **ONLY** with blue painters tape):

- Shout Out Walls
- Doors
- Windows
- Railings
- Inside classroom walls (with teacher permission)

Publicity may **NOT** be posted in the following locations:

- Stucco and brick
- Room plates (for emergency reasons)
- Trees
- Fire hose, fire alarm, and fire closets
- Pillars

Organizations must take down publicity immediately after the event. Fines will be imposed for any publicity left after an event as follows:

- 8x10 or smaller flyers - 25¢ per flyer per day
- larger than 8x10 - \$1.00 per flyer per day

Fundraising Guidelines

ALL fundraisers (even if your club has a Booster Club) **MUST** be approved by ASB. Forms are located on the school website and in the ASB Room.

You must fill out one of these out for each fundraiser your club would like to have. Assume that your fundraiser has **NOT** been approved unless you hear from ASB or from your Advisor. If you sell without approval, your club or organization will be subject to consequences.

Food related sales are subject to even more guidelines. The food service company for BUSD is regulated by the federal government. Therefore, we are not allowed to compete with them. Here are the guidelines for food sales on campus.

- We are **NOT** allowed to sell food/drinks during school hours.
- We are allowed to sell food/drink after 3:30pm (even on early release days)
- If we are selling food/drinks during school hours (Fall/Spring Food Festival), we must follow the nutrition guidelines:
 - Not more than 35% of its total calories are from fat
 - Not more than 10% of its total calories are from saturated fat
 - Not more than 35% of its total weight is composed of sugar (does not apply to the natural sugars found in fruit or vegetables)
 - Less than 230 mg sodium
 - Caffeine-free
 - Zero grams of trans fat
 - Not more than 200 calories per item/container