

## Students

### Exhibit - Application and Procedures to Involve Students in Fundraising Activities

**Thank you for your willingness to provide additional services for SEDOL students. Please complete and submit this application to your Building Principal or Program Supervisor. The application should be submitted 6 to 8 weeks in advance of the activity.**

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| Staff Member Supervising Activity | School / Sector Classroom            |
| Activity                          | Activity Dates                       |
| Location                          | Organization Sponsor (If Applicable) |

**This application must be approved before SEDOL students may be solicited for fundraising activities.** Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fundraising activities: *(check at least one box)*

- ☐ School sponsored student organization; **or**  
☐ Parent organizations that are recognized pursuant to Policy 8:90, *Parent Organizations*.

**Fundraising efforts must not conflict with instructional activities or programs.** Sales booths during a school activity or lunch are permissible.

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

**Student participation must be voluntary.** Penalties for failure to participate are prohibited.

How will students be asked to participate? \_\_\_\_\_

Describe student incentives for participation: \_\_\_\_\_

**Fundraising efforts should not burden students, their families, citizens, or merchants by being too frequent.**

When and what was the last fundraising activity done by this organization or club? \_\_\_\_\_

**Local ordinances must be followed, merchants must approve of any activities on their property, and students must conduct themselves as ambassadors for their school/program.**

How will students be informed? \_\_\_\_\_

**Student safety is paramount and door-to-door solicitations and online sales are prohibited. Baked or student-made goods for student consumption is prohibited.**

Describe the students' role in the fundraising activity: \_\_\_\_\_

If students will conduct a sales or service campaign, where and how will they find customers? \_\_\_\_\_

**Sales or service campaigns to raise money should offer appropriate merchandise or services.**

Describe the merchandise or services students will be asked to sell or perform: \_\_\_\_\_

**For school-sponsored student activities, a school staff member must supervise the fundraising activities in addition to any other adult volunteers.**

List all of the adult sponsors, including staff members and non-staff adult volunteers: \_\_\_\_\_

☐ Not applicable - activity is not being proposed by a school-sponsored student organization

**For school-sponsored student organizations or teacher activities, the school/program staff member must safeguard the financial accounts.**

Is this agreeable? \_\_\_\_\_

*Please attach a copy of the Budget Plan for this fundraiser.*

**Parent organizations are governed by Executive Board Policy 8:90, Parent Organizations.**

Is the organization prepared to abide by this policy? \_\_\_\_\_

☐ Not applicable - activity is not being proposed by a parent organization

**The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.**

Describe how funds raised through the proposed activity will be used: \_\_\_\_\_

If the activity will help fund a trip or overnight excursion, describe the travel plans: \_\_\_\_\_

**The funds must be used to the maximum extent possible for the designated purpose.**

Is this agreeable? \_\_\_\_\_

**The fund-raising efforts that solicit donor messages for incorporation into school property or placement upon school property must follow the District's viewpoint neutral guidelines for the creation of messages.**

Is this agreeable? \_\_\_\_\_

☐ Not applicable - activity being proposed will not solicit donor messages.

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*)

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**Approval has been granted by the member district to hold the fundraiser at the member district school.**

\_\_\_\_\_  
Name & Position of Member District Administrator

☐ Not applicable - activity being proposed will be held at SEDOL building.

The SEDOL principal/supervisor will base his or 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 it to the person making the request and retain a copy for your files.

☐ **Approved**                      ☐ **Denied**

|                            |      |
|----------------------------|------|
| SEDOL Principal/Supervisor | Date |
|----------------------------|------|

☐ **Approved**                      ☐ **Denied**

|                                      |      |
|--------------------------------------|------|
| Assistant Superintendent of Business | Date |
|--------------------------------------|------|

*After approving or denying this application, return a copy of it to the person making the request, send the original to the Superintendent, and retain a copy at the school.)*

DATED:            June 2015

REVIEWED:    July 24, 2025

REVISED: