



REQUEST FOR FUNDRAISING ACTIVITY FORM

All fundraising shall be done in accordance with Board Policies 3830, 9211, and 9700.

School Name	☐ HS ☐ MSC ☐ MSN ☐ CGE ☐ MGE ☐ NGE ☐ PGE ☐ SGE ☐ WGE							
Name of Fundraising Group								
Person Submitting Request					Email			
Faculty Sponsor					Date Submitted			

Fundraising Activity Name	Start Date	End Date

Fundraising Activity Description <i>(include brochures, letters, and other materials with submission)</i>
Purpose of Fundraising Activity <i>(provide detailed information on what funds raised will be used for)</i>

Where will the fundraising activity be conducted?	
Activity Location <i>(school lunch, off-site, school event)</i>	
Minimum sales or purchase required?	☐ Yes, amount \$ ☐ No
Will the products being sold include food items?	☐ Yes ☐ No
Expected Profit	\$
Request for Exemption	☐ Yes ☐ No

Smart Snacks nutrition standards apply to all foods and beverages sold to students on campus during the school day, including fundraisers. Non-food items or foods that meet Smart Snacks standards may be sold at any time. Fundraiser orders may be taken and delivered during the school day if the items meet Smart Snacks standards or are not intended for consumption on campus during school hours. Indiana permits up to two one-day exemptions per school building each school year; exempt items cannot be sold or distributed in food service areas during meal service times.

Principal/Designee Approval: _____ Date: _____

Return this form to your building secretary for principal/designee approval.

*** Superintendent approval is required prior to all fundraising activities.*

Reviewed by Food Service Director: _____ Date: _____

Reviewed by Corporation Treasurer: _____ Date: _____

Reviewed by Superintendent: _____ Date: _____

