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| **Date of Request:** | | | | |  | | | | | | | | | | | |
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| **Sponsoring Organization/Class:** | | | | |  | | | | | | | | | | | |
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| **Beginning and End Dates:** | | | | |  | | | | **To** | | |  | | | | |
|  | | | | | | | | | | | | | | | | |
| **Type of Fundraiser (Example: bake sale, jewelry sale, raffle, t-shirts, etc.):** | | | | | | | | | | | | | | | | |
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| **Are there funds available to cover expenses? (check one)** | | | | | | | | | | **YES** | | |  | | **NO** |  |
|  | | | | | | | | | | | | | | | | |
| **Approval of Advisor(s):** | | |  | | | | | | | | | | | | | |
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| **Person(s) in Charge:** | | |  | | | | | | | | | | | | | |
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| **CPR/First Aid Certified Chaperone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Expiration\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Cert on File at SAU (check one) YES  NO**  **Details of Fundraiser (what is being sold, cost to class, selling price, etc.):** | | | | | | | | | | | | | | | | |
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| **Vendor (Company) Name:** | | | |  | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | |
| **Address:** | | | |  | | | | | | | | | | | | |
|  | **Street or PO Box** | | | | | | **City, State, Zip Code** | | | | | | | | | |
| **Telephone:** | |  | | | | **Fax:** | |  | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Advisor Approval:** |  |  | **Date:** |  |   **NOTE: Fundraising should take place only before school, during lunch or after school.**  **See attached School Board Policy KI.** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **OFFICE USE ONLY** | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | |  |  | | |  | | |
| **Administrative Approval:** | | | |  | | | | | |  | **Date:** | | |  | | |
|  | | | |  | | | | | |  |  | | |  | | |

**Dates on Fundraising Calendar (Main Office)**

**Copy for Administrative Assistant (PMHS Activities Account)**

**PITTSFIELD SCHOOL DISTRICT**

**Fundraising / Public Solicitation**

The board recognizes that generating additional revenue in support of programs can enhance educational services for students. Funds raised should be used to benefit students, enhance the quality and relevance of education for learners and contribute to the development of responsible citizens. Fundraising activities must be compatible with the best interests of the students, school staff and community and not detract from curricular activities. Funds raised should supplement, not supplant, public funding for education. Fundraised dollars should not be used for instructional purposes (salaries) or fundamental educational items required to complete a course.

**Guidelines**

**Student Organizations**

* Any student organization wishing to conduct fundraising activities at the Pittsfield Schools must complete and submit a "Request to Conduct a Fundraiser" to the administration for consideration. The school administration will approve all student fundraising activities.
* Student participation in fundraising shall be voluntary. No student should be excluded from an event/program or be discriminated against because of non-participation in fundraising.**\***
* Parents should approve of student participation in fundraising activities.
* No student should be put at risk in participating in a fundraising activity. Students are not to engage in door to door solicitations for any school sponsored event.
* School organizations shall be required to maintain a record of revenue and expenditures for all school sponsored revenue generating projects and keep on file a financial statement for each project. An accounting of income and expenditures related to school fundraising activities will be forwarded to the principal.

**\*** Publications (Yearbook) students are required to engage in marketing and sales activities as an expected part of the learning experience of the course.

**Non-Student Organizations (PTA-Boosters, etc)**

* Non-student organizations with school affiliations (PTA-Boosters, etc) who wish to conduct a fundraising activity to support the education programs or services for students must complete and submit a fundraising request and submit it to the school administration for consideration. Such requests may be considered standing requests; and approval may be granted for an extended period of time.
* Fundraising activities and expenditure of fundraised dollars should be made in consultation with school principals.
* Fundraising goals should be developed in advance of the fundraising activity.

**Public Solicitation in School**

No soliciting of or by students will be allowed on school property, except those activities which are carried on for the benefit of the school or student body, (i.e. food sales, car washes, etc.) and approved in advance by the Administration and/or School Board. No soliciting from door to door by students will be allowed for school sponsored functions or activities.

(Adopted: 03/01/80)

(1st Reading: 11/04/04)

(2nd Reading: 11/18/04)

(Amended: 11/18/04)