



# SCHOOL-ALLIED ORGANIZATION FUND-RAISING ACTIVITY APPLICATION

## FOR FUND-RAISERS CONDUCTED IN THE COMMUNITY

Application Date: \_\_\_\_\_

On behalf of the \_\_\_\_\_ for \_\_\_\_\_ ,  
School-allied Organization's Name School Organization is allied with

we are requesting authorization from the school administration and the REGIONAL Center Assistant Superintendent to conduct the following fund-raising activity(ies) in the community:

Activity Description	Items to be sold (if applicable)	Activity Date(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

The purpose of these activities is to: \_\_\_\_\_

Our organization acknowledges and agrees to observe all applicable School Board Rules and guidelines for school-allied organizations, as specified in Section IV - Chapter 12 of the Manual of Internal Fund Accounting for Elementary and Secondary Schools, that include, **but are not limited to, the following:**

1. No employee of the school where this school-allied organization is chartered can handle money or merchandise for any activities of this organization.
2. Fund-raising activities by school-allied organizations cannot be conducted during instructional class time.
3. Students actively participating in the fund-raising activities (i.e. selling merchandise, washing cars, etc.) for school- allied organizations must have adequate adult supervision.
4. Merchandise purchased for fund-raisers can only be shipped to the school if advance authorization is obtained from the principal.
5. The School Board's sales tax exemption number cannot be used by school-allied organizations. Applicable sales taxes must be paid on items purchased for re-sale.
6. Roadside and/or median solicitation of funds is strictly prohibited (School Board Rule 6Gx13- 1C-1.10).

\_\_\_\_\_  
Organization's Officer Date

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
Activities Director (if applicable) Date

\_\_\_\_\_  
REGIONAL Center \_\_\_\_\_ Asst. Supt. Date