Application and Procedures to Solicit Students for Fund-Raising

To be submitted to the Building Principal

Organization Name	**School**

Activity	**Activity Dates**

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

☐   School sponsored activity; **or**

☐   School sponsored student organization; **or**

☐   Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs.*

Fund-raising 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: _____

Fund-raising efforts should not burden students, their families, citizens, or merchants by being too frequent.

    When and what was the last fund-raising 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.

    How will students be informed? _____

Student safety is paramount and door-to-door solicitations are prohibited.

    Describe the students' role in the fund-raising 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 organizations, a school staff member must supervise the fund-raising 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 and school-sponsored activities, the activity funds treasurer must safeguard the financial accounts.

Is this agreeable? _____

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

Parent organizations and booster clubs are governed by School Board policy 8:90, *Parent Organizations and Booster Clubs.*

Is the organization prepared to abide by this policy? _____

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

The fund-raising 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? _____

Under no circumstances can fundraising be a mandatory request to participate in a school activity.

Is this agreeable? _____

➡ I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures. I have received and will use the accounting procedures set in place by the attached document

_____   _____
Applicant name (*please print*)   Telephone number

_____
Address

_____   _____
Applicant signature   Date

The Building Principal will base his or her decision on the information being provided in this form as well as other criteria deemed important. *(Note to Building Principal: 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.)*

☐ **Approved**   ☐ **Denied**

_____   _____
Building Principal or designee   Date

CASH HANDLING PROCEDURES

The main objective of our cash handling procedures is to separate duties for receiving and recording cash into the correct accounts. This is part of our internal controls and reduces risk of liability for the District.

A money collection count sheet must be completed in the amount of the total deposit for the activity.

Verify that the monies being turned in are equal to the amount indicated on the Money Collection Form.

Verify the checks collected are made payable to Millburn District 24 or Millburn School.

Turn money and Collection sheet in to the Building Secretary for deposit.

If there are any checks to be written for reimbursement, DO NOT PAY OUT OF MONIES COLLECTED. An activity check must be requested from the Principal. This presents a paper trail that is easily tracked if needed for future activities.

If there are any questions, please direct them to the building Principals or the Business Manager.

Millburn C. C. School District 24
MONEY COLLECTION COUNT SHEET

DATE _____   RECEIVED FROM: _____

THIS MONEY WAS COLLECTED FOR WHAT PURPOSE? _____

	CHECKS @		EACH	TOTALING	$0.00
	CHECKS @		EACH	TOTALING	$0.00
	CHECKS @		EACH	TOTALING	$0.00
	CHECKS @		EACH	TOTALING	$0.00
	CHECKS @		EACH	TOTALING	$0.00
	CHECKS @		EACH	TOTALING	$0.00

CHECK TOTAL $0.00

	X $1.00	$0.00		X $0.01	$0.00
	X $5.00	$0.00		X $0.05	$0.00
	X $10.00	$0.00		X $0.10	$0.00
	X $20.00	$0.00		X $0.25	$0.00

CURRENCY TOTAL $0.00   **CHANGE TOTAL** $0.00

GRAND TOTAL $0.00

Number of Fee Waived Students: _____

NEED CHECK MADE PAYABLE TO _____

IN THE AMOUNT OF $ _____ FOR FIELD TRIP DATED _____

ADDITIONAL INFORMATION