

REQUESTS FOR  
FUND-RAISING  
ACTIVITIES

Teachers or sponsors must complete the request for approval of fund-raising activities. Requests should be submitted to the principal/supervisor at least two weeks prior to the commencement of the fund-raising activity. [See FJ (LOCAL)]

An approved fund-raising application should be made available for inspection when conducting a fund-raising activity.

Materials or merchandise for a fund-raising project may not be ordered without prior approval from the principal. Any person who orders merchandise without prior approval will assume full responsibility for the bill.

SOLICITING FUNDS  
FROM STUDENTS

The following rules will govern collections and sales in the schools:

1. No collection of funds for any purpose may be taken from students unless authorized by the principal or designee.
2. Collection of items, such as clothing or food for distribution at holidays, may be made only upon written approval of the principal or designee.
3. Sales, including candy or other articles, for funds to be used by schools or related organizations will not be made in the school or in the name of the school without the approval of the principal.