

TODAY'S DATE: _____ **FROM:** _____ **at** _____
(name of person submitting form) (name of school)

FUND RAISING ACTIVITY APPLICATION

(To be completed by person requesting use of facilities AND responsible for payment [if required].)

SCHOOL: _____ **ORGANIZATION:** _____

1. Explain the purpose of your project: _____

2. How will the funds be raised? _____

3. How will proceeds be used? _____

4. How is this activity compatible with school division objectives? _____

5. Does the project support school division curricular objectives: Y or N athletic objectives: Y or N

VENDOR INFORMATION

1. Vendor name, address, phone number and contact person's name: _____

2. Has the vendor conducted a fund raiser with Tazewell County Public Schools in the past? If yes, list the date and school: _____

3. Type of Business? _____
3. If this is a **new** vendor please provide three references:
 a. _____ b. _____ c. _____
4. Is this an: individual/ sole proprietorship, partnership, corporation, or non-profit organization? (Circle One)
5. Is there a conflict of interest between school/club sponsor and vendor? Y or N (If yes, explain: _____
_____)
6. List the profit / commission expected to be received. (example 30% of all proceeds) _____

INSTRUCTIONS FOR FUND RAISING BY STUDENTS

- A. GENERALLY** – Fund raising activities by school-related organizations that require and/or encourage students or others to engage in selling or merchandising items commercially available in the community are prohibited. Exceptions may be granted by the superintendent or designee. Soliciting funds in the name of the school is also prohibited. Any other types of fund raising activities must have the prior approval of the superintendent or designee. A request to engage in fund raising activity shall be submitted to the superintendent or designee by the building principal no fewer than 15 days prior to the scheduled activity. The superintendent or designee will consider approval of the request based on:
- 1) the need of the organization for funds
 - 2) the use the organization plans to make of the funds
 - 3) the name of the fund raising activity
 - 4) the extent to which the activity is compatible with school division objectives
- B. SOLICITING ADVERTISEMENTS** - All school-related organizations must have approval from the superintendent and principal prior to soliciting advertisements from local merchants.
- C. USE OF FUNDS** - No school or school employee may accept funds from any organization that does not follow these guidelines.

_____ Signature of Responsible Party	_____ Date Submitted		
_____ REJECTED	_____ APPROVED	_____ PRINCIPAL	_____ DATE
_____ REJECTED	_____ APPROVED	_____ IMMEDIATE SUPERVISOR (CENTRAL OFFICE)	_____ DATE
_____ REJECTED	_____ APPROVED	_____ SUPERINTENDENT / DESIGNEE	_____ DATE