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.

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