

Jefferson County Schools Fundraising/Activity Application

ACTIVITY

Activities are: 1) % of receipts for school service (e.g. school pictures, yearbooks, school supply center, school spirit apparel/items, yard sales, & school vending machines in school workrooms); 2) Charitable: giving money donated to charity or organization (e.g. Relay for Life, Toys for Tots, etc.); 3) Non-solicitous related activities (e.g. car wash, book fair, school dances, etc.); 4) Community business contribution (e.g. Spirit Nights); 5) Voluntary charitable contributions from students (e.g. victims of disasters, March of Dimes, classmates with serious injuries, etc).

FUNDRAISER

Fundraisers are where items are sold to make money for a group, sport, organization, etc. This includes sponsorships where patrons get their names on signs or in programs, etc.

**Instructions:** Applicant shall complete the form in its entirety where applicable for either fundraiser or activity & submit to the principal or his/her designee. Application is to be submitted to the Asst. Superintendent of Curriculum and Instruction **10 working days** before the event.

**Food/snack items fall under state/county guidelines (State Policy 4321.1); therefore, no food/snack items can be sold/delivered/consumed during the school day. Incomplete forms will be returned.**

School: \_\_\_\_\_ Date: \_\_\_\_\_

- 1. Organization sponsoring project: \_\_\_\_\_
  - a. Administration \_\_\_\_\_
  - b. In-school group name (class/club) \_\_\_\_\_
  - c. Booster/Support Group Name \_\_\_\_\_

2. Individual/s responsible for the project: \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

3. Date of event: \_\_\_\_\_; OR Time Span of Event (include time of day) \_\_\_\_\_ to \_\_\_\_\_

4. Purpose of Project/Activity – give brief explanation (See JCBOE Policies & Procedures, Chp. 3, Section 3.4.6, Organization Funds; Chapter 6, Section 1.8, Solicitation by Non-School Organizations, and Chp. 7, Section 5.4, Field Trips and Excursions). \_\_\_\_\_

5. Total Estimated Profit? \_\_\_\_\_ Funds Deposited in \_\_\_\_\_ account  
**If applicable, School Finance On-line (SFO) Profit/Loss statement MUST be turned in to finance secretary and forwarded to JCBOE (C&I) within 2 weeks of event**

6. Project or product to be sold (candy, cookies, mugs, etc.) \_\_\_\_\_

7. Approximate cost of items (price range) \_\_\_\_\_ 8. Students involved in project? \_\_\_yes \_\_\_ no

9. \_\_\_School-wide \_\_\_Class or Group 10. Geographical area involved \_\_\_\_\_

**When soliciting the public, all those participating in the solicitations MUST HAVE identification information & an explanation of project**

Signature of Individual Making Request \_\_\_\_\_ Date \_\_\_\_\_

**For Principal's Use Only**

\_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended

Principal's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**For Board of Education Office Use Only**

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Conditions/Comments: **Follow ALL accounting/JCS and fundraising procedures and policies**

Signature of Asst. Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Individual schools may have additional guidelines for fundraising. Fundraising events cannot include any event that will violate state or Jefferson County Board of Education policies and procedures.**