Charleston CUSD #1
Application and Procedures to Solicit Students for Fund-Raising

This application must be approved before District students may be solicited for fund-raising activities.

Student involvement in any fund raising activity is voluntary and any student or family may choose not to participate.

AN ATTEMPT WILL BE MADE TO AVOID DUPLICATE FUND RAISERS OCCURING AT THE SAME TIME.

Step 1 ***To the Coach, Sponsor or Parent Organization/Booster Club Representative: Please provide the following information:***

_____ _____ _____
Name of Organization Name of Coach/Sponsor/Representative School

PROJECT PROPOSAL (In the space below, please provide a brief description of what is to be sold or how funds are to be raised.)

DATES OF PROJECT: _____ _____
Starting Date Ending Date

PURPOSE OF FUNDS RAISED: _____

COST of ITEM(s): _____

% or AMOUNT KEPT_____ % or AMOUNT SENT_____
(should be at least 50%) (School Group) (Company)

I have read and agree to abide by Board Policy 7:325 (see reverse): _____
Applicant's Signature

*****SUBMIT THIS COMPLETED FORM TO THE ATHLETIC DIRECTOR (if applicable) OR BUILDING PRINCIPAL*****

Step 2 ***Office use only.***

Approved by _____ and sent to the building principal on _____.
Athletic Director (if applicable)

Approved by _____ and copies sent as noted below on _____.
Building Principal

Step 3 Principal: send copies to:
Requesting Coach/Sponsor/Representative
Athletic Director (if applicable)
Assistant Superintendent

Received by _____ at Central Office on _____.
date

ADOPTED: August 17, 2011
7:325-E