



Columbus Public Schools

Date:

School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: [Select One]

Fund Raising Company (if applicable):

(School/Group Name), submits the following plans for its money-earning project, and requests permission to carry them out.

What is your school/group's money-earning plan?

Approximately how much does your school/group expect to earn from this project?

How will this money be used?

What are the proposed dates?

Is this a recurring activity? Yes No
(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

Are you selling tickets or a product? Tickets Product Neither
(If you selected product, please specify the product that you are selling.)

Will members be identified by t-shirts, etc. while carrying out this project? Yes No

Have you checked with other schools to avoid any overlapping while working? Yes No

Is your product/service in direct conflict with that offered by local merchants? Yes No

Are any contracts to be signed? Yes No **If yes, by whom?**

Has your school/group devised a budget plan to expend earnings? Yes No

Does the building principal give full approval for this plan? Yes No

Principal's Signature _____ **Date** _____

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____

GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. **Do you really need a fund raising project?**
There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.
2. **If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?**
Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.
3. **Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**
Because of the district's good reputation, customers rarely question the quality or price of products we sell.
4. **Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?**
All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.
5. **If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?**
All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.
6. **If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?**
Students must identify themselves by which group or school they represent and for what cause they are raising the money.
7. **Will the fund raising project avoid soliciting money or gifts?**
Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.
8. **Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**
Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference: 506.07 Fund Raising Activities
 506.50 School-Supporting Organizations

Exhibit
Approved: 09-17-12

Columbus Public Schools
Columbus, Nebraska