

RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT
EXHIBIT 1510-E

PUBLIC SALES AND FUNDRAISING

This form is to be used for all student, parent, or school-related groups or other organizations wishing to participate in a fundraising activity. Please fill out the form below and submit for approval no later than four weeks before the start of the fundraising event. Requests received by the principal or the Office of Student and Family Services with less than four weeks prior notice will not be approved. If applicable, attach copies of health department and liability insurance certificates (in accordance with Regulations 1500-R and 8540-R).

School building(s): _____

Name of organization: _____

(Circle one): Student or School-Related Organization

Staff advisor(s): _____

Description of fundraising activity (please refer to district Policies 1221, 1500, 1510, 1511, and 8540):

Are customers expected to prepay? Yes or No (circle one)

Anticipated profit: \$ _____

Profits will be used for the following: _____

Date submitted: _____ *(must be four (4) weeks prior to start date)*

Duration of activity: **Start date:** _____ **End date:** _____

Required signatures of approval:

Staff Advisor

Date

Principal

Date

Fundraising activities confined to an individual school or its grounds require only the principal's approval.

Office of Student and Family Services

Date

Fundraising activities involving more than one school or which involve fundraising or solicitations off school district grounds require approval by the principal and the Office of Student and Family Services.

Upon approval, please schedule an appointment to meet with the main office secretary to review protocols and procedures.

Adoption date: June 27, 2006

Revision date: January 27, 2009

Revision date: January 8, 2019