

**PLAINFIELD PUBLIC SCHOOLS**  
**FUND RAISING APPLICATION**

**School:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Name of Applicant:** (Group/Individual): \_\_\_\_\_

**Description of Fund Raiser:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Date(s) of Activity:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for Fund Raiser:** \_\_\_\_\_  
\_\_\_\_\_

What times will you be selling these items: \_\_\_\_\_  
(*NO candy can be sold during school hours*)

**Amount of Funds to be Raised\*\*:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_  
*\*\*If a professional (for profit) fund raising organization is involved please include the percent of profit you anticipate receiving from the activity.*

%
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**Category** (Circle One) A B C D (See details of the various categories on the reverse side.)

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**No Fund Raising Activity May Begin Without Approval by the Superintendent.**

Recommended \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Superintendent's Signature**

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

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

**NOTE:** Please send **ORIGINAL** to the **Central Office** for review and placement in the reference file. The school's staff should limit fundraising in the community and attempt to insure the children's safety.

# PLAINFIELD PUBLIC SCHOOLS

## FUND RAISING APPLICATION PROCEDURES

All fund raising activities which involve professional fund raising organizations, unless listed below, must be submitted to the Board of Education for its approval. All other fund raising activities will be submitted to the central administration.

All requests will be submitted to the appropriate approving authority at least one week in advance of the activity. Such requests should be approved by the cognizant school principal/supervisor. Applications must be made on an approved form.

Outside booster organizations or community groups may not make financial commitments for goods or services in the name of the Board of Education or Plainfield Public Schools. Such groups should keep separate accounts and procedures for those purposes. Items purchased for schools with these funds become the permanent property of the public schools.

Multiple sponsorship of a fund raising activity must be made known to the administration (e.g. school group and booster group, school group and other community group, booster group and other community group).

### **Fund Raising Categories**

- A. Student - No vendor product/only participation by student (examples: car wash, bake sale)
- B. Merchandising - Sales of a product to the community, in which case the vendor(s) must be named in the application
- C. Concession - Sale of food or goods within the school involving outside vendors/the vendor(s) must be named in the application/must be no conflict with Food Services lunch program
- D. Outside - Booster or community organizations involving students and/or school facilities

### **Board Approved Fundraising Activities**

Basketball Games (Staff)	Bake Sales	Book Fair
Dinner Theatre	Car Wash	Calendars
Concessions	Craft Fair	Dances
Family Portraits	Donut Shop	Market
Food Sales (Vendor)	Gift Items	Flowers
Golf Tournament	Grinders	Juice
Pictures with Santa	Novelty Items	Magazines
Snacks (Frito, etc.)	Plants	Posters
Tom Watts Kits	Pizza	Raffles
Sports Items	Yearbook Ads	

Adopted 1/10/89