



Oradell Public School District

*Our children, our hope, our future*

### School Fundraising Request and Approval Form

Board Policy 5136 requires written permission from the Principal before any fundraising activity can occur. The student club advisor, or activity organizer must complete this form and submit it to the Principal for signature. When the signed form is returned to the organizer the fundraising can begin. This form must be completed fully and submitted no less than ten (10) days prior to the event. If a Facilities Use Application needs to be approved, please attach it to this form.

Today's Date: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Student Club Advisor: \_\_\_\_\_

Representative responsible for coordinating and supervising the fundraiser (if different from Advisor):

\_\_\_\_\_

What is the purpose of this fundraiser: \_\_\_\_\_

How will the proceeds be utilized: \_\_\_\_\_

Date(s) and time(s) of fundraising activity: (School-wide fundraisers shall not last longer than four weeks.)

Date(s): \_\_\_\_\_ Rain Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

**TYPE OF FUNDRAISER: (Choose one)**

\_\_\_ **Event** (e.g., performance, service, etc.) **Type:** \_\_\_\_\_

\_\_\_ **Product Sale** (e.g., apparel & accessories, food, flowers) **Type:** \_\_\_\_\_

\_\_\_ **Direct appeal** (e.g., donations) **Type:** \_\_\_\_\_

Please attach all flyers/advertisements for this event to this form.

Participating members: \_\_\_\_\_

Chaperone(s), if applicable: \_\_\_\_\_

Location: \_\_\_\_\_

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**Best estimate of financial success of the fundraising activity:**

Please note: (1) No door to door solicitation is permitted. (2) Food sales that take place during school hours must comply with the State's Nutrition Guidelines. (3) If any items to be sold will include the school logo, or any other representation of the school or its name, then a photo must be attached.

If selling a product, how will it be sold? \_\_\_\_\_

What is the merchandise/product(s) being sold? \_\_\_\_\_

Cost involved: \_\_\_\_\_

How will it be financed? \_\_\_\_\_

Can units be returned without penalty? \_\_\_\_ Yes \_\_\_\_ No

Vendor Name(s)\*: \_\_\_\_\_

Estimated profit: \_\_\_\_\_

\*Any outside business entity that is a party to the fundraiser must be authorized as an approved vendor in the state of New Jersey. Non-Profits and government entities are exempt from this regulation.

As the named supervising/responsible party, I have read and understand the district's policy on fundraising events (File Code: 5136 and 3450) and associated accounting requirements, and will carry out this fundraiser according to said policies and requirements.

In addition, I have read and understand the District's regulations concerning the handling of cash/checks, and I agree to strictly abide by these required procedures. I also understand that failure to follow procedures for the handling of all proceeds may result in disciplinary consequences.

Club Advisor/Organizer Signature (named above): \_\_\_\_\_

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

Principal's Approval: \_\_\_\_ Yes \_\_\_\_ No

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

FOR OFFICE USE ONLY:

Superintendent Signature:

Date:

Business Administrator's Signature:

Date:

Date of Board Notification: