

## Student Organization Fundraising

All fundraisers in the name of any Newtown High School organization must be approved in advance by the high school administration (BOE Policy 7-601). This includes, but is not limited to on and off campus activities. **All sports fundraising activities need to be signed off (below) by the coach.** Fundraising is not permitted in the classrooms, hallways, or at the desk/workspace of a faculty or staff member.

To avoid run over and duplication of efforts, all fundraising activities must be approved through the Assistant Principal's office. The adult supervisor must present an accurate account of all fundraising activity and turn over all money collected to the Bookkeeper in the Main Office. This must be done in a timely manner following the activity. Failure to comply could result in loss of privilege. Fundraising applications must be submitted a minimum of five school days before the start of the project. This procedure does not apply to curriculum related activities such as Greenery flower sales or School Store activities. Be sure to review CT food legislation before planning the sale of food and/or beverages. Also, if necessary, organizations must comply with state of CT Division of Special Revenue regulations for operation of raffles and bazaars.

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### Fundraising Application Form

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

Name of Coach/Club Advisor: \_\_\_\_\_

Signature of Coach/Club Advisor: \_\_\_\_\_

Adult Supervising Project: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date of Fundraising Project: (Begin) \_\_\_\_/\_\_\_\_/\_\_\_\_ (End) \_\_\_\_/\_\_\_\_/\_\_\_\_

Account Name and Number for Deposit: \_\_\_\_\_

Location(s) of Project: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

Funds allocated to begin project: \$ \_\_\_\_\_

Total Dollar amount raised at completed date of project: \$ \_\_\_\_\_

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#### **Below portion to be completed by office administrator**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Comments \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

**Note: Fundraiser may not proceed until approved by NHS Administration.**