



## REQUEST FOR FUND RAISING ACTIVITY

All fundraising shall be done in accordance with Board Policies 5830, 9211 and 9700  
Do not use this form for Center Grove sponsored sports camps or other summer programs/camps

Name of Group	School	Date of Request
Person Submitting Request	Teacher/Sponsor Name	
Name of Project/Event	Beginning Date	Ending Date

Project or Event Description (Include item-price-method of sales, etc.)

**All written materials supporting the fundraiser (brochure, solicitation letters, etc.) must be submitted with this request**

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Purpose of Fundraiser (Be specific – give examples of what funds will be used for-not just “expenses” or “supplies”)

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Where do you plan to conduct your fundraiser? (School-sponsored event, school lunch, off-site location, etc.)

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Will crowdfunding be utilized for this fundraiser?

*(Definition: the practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the internet.)*

Yes \* No

**\*Completion of Page 2 Required**

Will sales be conducted door to door or is direct solicitation of residents of the community planned?

Yes  No

Is there a minimum amount that students/families are required to sell/purchase?

Yes  No

If “yes” how much? \$\_\_\_\_\_

Will any item(s) being sold be a food item?

Yes \* No

**\*See Important Note Below**

*\*The Smart Snacks in School nutrition standards apply to any foods or beverages sold to students during the school day on the school campus, including foods sold as fundraisers. If the item being sold is a nonfood item or a food item that meets the Smart Snacks standards, it can be sold anytime. Orders may be taken, and foods that have been purchased through a fundraiser, may be delivered on the school campus during the school day if the foods being sold meet the standards or are not intended to be consumed on campus during school hours. Indiana allows two (2) exemptions per school building, per school year. Exemption only lasts one day, and the food or beverages may not be sold or distributed in the food service area during meal service times. **Please contact Shannon Maples, Director of Food & Nutrition Services, for more information and to make sure items meet the Smart Snacks standards.***

Request for Exemption (allowed under Indiana exemption rule) Yes \*

Expected Profit \$ \_\_\_\_\_

Principal/Designee Approval \_\_\_\_\_

Date \_\_\_\_\_

### RETURN THIS FORM TO YOUR BUILDING SECRETARY FOR PRINCIPAL/DESIGNEE APPROVAL

\*PLEASE NOTE: The following requests must be reviewed by the Superintendent before project/event occurs:

- All fundraisers involving the sale of food items
- All fundraisers utilizing crowdfunding to raise money
- All fundraisers taking place off school property
- All fundraisers whose proceeds benefit a not-for-profit organization (e.g., Penny Wars, Supply Drives)
- All fundraisers that directly solicit the community beyond family and friends

Reviewed by Superintendent

Date

Reviewed by Food Services

Date

Reviewed by Communications

Date



**CROWDFUNDING APPROVAL**

While crowdfunding may serve to provide opportunities for our students and schools, fundraising in the name of Center Grove schools and/or corporation requires adherence to Board policy, including the use of school or corporation names, logos, mascots, etc. Additionally, any group or teacher who uses crowdfunding as a revenue source must follow the protocols below, providing information as needed.

Your request must be made and approved prior to being posted on any crowdfunding platform. Failure to obtain prior approval may result in disciplinary actions.

**SITE / PLATFORM INFORMATION**

- CGCSC will approve crowdfunding on sites that limit funding beyond the established goal and have fraud prevention safeguards
- Make sure to monitor and take down sites when the event or request is complete

Site / Platform Name (approval is required) \_\_\_\_\_

**POSTING INFORMATION**

- Attach all images and video/presentation that will be used/visible on or around the post (Note: Parent permission is required for use of all student images)
- Attach a copy of the personal profile or web posting

Campaign Timeline / Posting Period \_\_\_\_\_ Launch Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Campaign / Event Post (include exact text of proposed project post)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Funds Requested \$ \_\_\_\_\_

Item(s) Requested (items requested must have a clearly defined, educational purpose)  
\_\_\_\_\_  Not Applicable

Value of Items Requested \$ \_\_\_\_\_

**OTHER REQUIREMENTS / RESTRICTIONS**

- All monetary donations will be deposited into appropriate ECA accounts within the school/corporation
- Equipment purchases must be approved by the Board of School Trustees
- Purchases involving technology must receive approval from the CGCSC Technology Department
- All non-monetary items (supplies, equipment) donated or purchased with funds raised are the property of Center Grove Community School Corporation
- No school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person.

Item(s) Intended to be Purchased  
\_\_\_\_\_  
\_\_\_\_\_

Technology Approval \_\_\_\_\_ Date \_\_\_\_\_ Board Approval \_\_\_\_\_ Date \_\_\_\_\_

I certify that this crowdfunding campaign/event will comply with all Board of School Trustees and local school guidelines.

Teacher/Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

By approving this request, I agree my school will be financially responsible for any cost associated with this campaign.

Approved  Denied

Principal/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_