



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	Faculty Sponsor's 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

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

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

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 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 for sale may not be sold in the cafeteria during meal service time. Please contact Shannon Maples, Director of Food & Nutrition Services, for more information and to make sure items meet the Smart Snacks standards.*

Expected Profit \$ _____

Request for Exemption (allowed under Indiana exemption rule)	Yes <input type="checkbox"/> *
Principal/Designee Approval	Date Approved

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 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 Service	Date
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