TAZEWELL COUNTY PUBLIC SCHOOLS
506 Jeffersonville Street, Tazewell, VA 24651

Revised Jan 2021

TODAY'S DATE: **FROM:** (name of person submitting form) **at** (name of school)

FUND RAISING ACTIVITY APPLICATION

To be completed by person requesting use of facilities AND responsible for payment [if required].

SCHOOL: **ORGANIZATION:**

1. Explain the purpose of your project:

   _____

2. How will the funds be raised? Date of Fundraiser:

   _____

3. How will proceeds be used?

   _____

4. How is this activity compatible with school division objectives?

   _____

5. Does the project support school division curricular objectives: Y or N athletic objectives: Y or N

VENDOR INFORMATION

1. Vendor name, address, phone number and contact person's name:

   _____

2. Has the vendor conducted a fund raiser with Tazewell County Public Schools in the past? If yes, list the date and school:

   _____

3. Type of Business?
3. If this is a **new** vendor please provide three references:
   a. b. c.
4. Is this an: individual/ sole proprietorship, partnership, corporation, or non-profit organization? (Circle One)
5. Is there a conflict of interest between school/club sponsor and vendor? Y or N (If yes, explain:

)

6. List the profit / commission expected to be received. (example 30% of all proceeds)

FINANCIAL INFORMATION

1. Who receives the profits? _____ School _____ Booster/School Support Organization

School Receives the Profit		**Booster/School Support Organization Receives the Profit**	
Into what school account will money be deposited? _____	Last four digits of account number in which money will be deposited: _____	Into what bank will money be deposited? _____	Last four digits of account number in which money will be deposited: _____

INSTRUCTIONS FOR FUND RAISING BY STUDENTS

A. GENERALLY – Fund raising activities by school-related organizations that require and/or encourage students or others to engage in selling or merchandising items commercially available in the community are prohibited. Exceptions may be granted by the superintendent or designee. Soliciting funds in the name of the school is also prohibited. Any other types of fund raising activities must have the prior approval of the superintendent or designee. A request to engage in fund raising activity shall be submitted to the superintendent or designee by the building principal no fewer than 15 days prior to the scheduled activity. The superintendent or designee will consider approval of the request based on:

1) the need of the organization for funds
2) the use the organization plans to make of the funds
3) the name of the fund raising activity
4) the extent to which the activity is compatible with school division objectives

B. SOLICITING ADVERTISEMENTS - All school-related organizations must have approval from the superintendent and principal prior to soliciting advertisements from local merchants.

C. USE OF FUNDS - No school or school employee may accept funds from any organization that does not follow these guidelines.

_____ _____

Signature of Responsible Party Date Submitted

REJECTED	APPROVED	PRINCIPAL	DATE
REJECTED	APPROVED	IMMEDIATE SUPERVISOR (CENTRAL OFFICE)	DATE
REJECTED	APPROVED	SUPERINTENDENT / DESIGNEE	DATE