



Santa Rosa City Schools
Office of Curriculum and Instruction 7-12

REQUEST FOR APPROVAL OF FUND-RAISING ACTIVITY

(Refer to Board Policy and Administrative Regulation 3452)

School: _____ Club or sponsoring group: _____

Dates of Fund-raiser: Beginning _____ Ending _____

Note: No extra credit can be received by a student for involvement in fund-raising activities.

Purpose: Please describe the project for which the funds will be used.

Description of fundraiser: Please include hours/services or items to be sold. Submit ONE request per form.

Attachments required:

- Student Organizations: A copy of minutes indicating approval of the fundraiser and purpose of proceeds
Budget for the proposed activity

Approvals required: (Principal: please check the appropriate type of activity)

Principal Approval Only: (Submit the principal-approved form to Curriculum & Instruction for their records.)

- On-campus (not during class periods)
Service activity by club or organization which is not dangerous (e.g., car wash)
Annual student body fund-raiser (one per year) limited to one month duration; within school attendance area and/or major shopping center (downtown Santa Rosa, Coddington, Montgomery Village)

Principal and C & I Director Approval: (Submit to Curriculum and Instruction 7-12 for approval at least one month before event. Principal approval required prior to submission to C & I.)

- Non-service activity by school club or organization involving community solicitation limited to one month duration; within school attendance area and/or major shopping centers (downtown Santa Rosa, Coddington, Montgomery Village)

Food Services Representative: If food is being sold, site cafeteria worker review and approval is required.

Signatures:

Submitted by: Club Advisor: _____ Date: _____

Reviewed by: School Office/Business Manager: _____ Date: _____

Approval:

Approved ___ Denied ___ Date: _____ By: _____
Cafeteria Supervisor (if food sales)
Approved ___ Denied ___ Date: _____ By: _____
Principal
Approved ___ Denied ___ Date: _____ By: _____
Asst. Supt. C&I (if required: see "Approvals Required")

Distribution upon approval:

- (1) Requestor (2) School Business Manager (3) School Office Manager (4) Asst. Supt., Curriculum & Instruction 7-12

PROHIBITED ACTIVITIES:

Raffles or games of chance
Mechanical or animal rides
Use of darts or arrows
Dunk tanks or activities involving the throwing of objects at people
Destruction of cars or similar objects with hammers
Trampolines or any type of rebounding device
Rental of district-owned equipment or facilities to outside groups (ASB cannot receive revenue by renting District-owned property; facilities use is a function of the District Office)
Non-commercial aircraft or watercraft of any type
Motor-sport vehicles
Skating (including ice, inline and roller); however, may be permitted at commercial rinks which meet insurance standards; check with the Business Office before proceeding.
Skateboarding
Firearms, rocketry, or explosives of any type
Water sports (including skiing, surfing, scuba)
Rock climbing, rappelling, or ropes courses. These activities may be permitted at commercial locations which meet insurance standards; check with the Business Office.
Bicycling activities other than safety programs
Activities involving swimming or wading unless involving sanctioned competition.
Miscellaneous activities which present safety concerns (evaluated individually.)
Ski trips/activities
Beach and water activities to places such as oceans, bays, lakes, rivers, streams and private pools
Rock concerts

FOOD SALES RESTRICTIONS

For food sales restrictions, refer to Board Policy and Administrative Regulation 3554.

FUNDRAISING

Secondary School

- A. Each secondary school student body shall be permitted one annual major fund-raising campaign which involves solicitation of the general community in the school attendance area.
- B. The campaign shall be limited to an area not to exceed the boundary lines of the school attendance area except for the major shopping centers (downtown Santa Rosa, Coddington, Montgomery Village.)
 - a. The campaign shall be limited to one month in duration.
- C. Clubs and organizations other than the general student body may engage in fund-raising activities for specific projects.
 - a. These projects shall have prior approval by the principal or a designee.
 - b. The fund-raising activities shall have prior approval by the principal or a designee.
 - c. If such an activity is not a service activity (e.g., car wash) and involves a community solicitation and this is in addition to that allowed for the general student body, prior approval is required by the Director of Secondary Education (Assistant Superintendent C&I 7-12 or designee.)
 - i. The request for such approval should be submitted to the Director of Secondary Education at least one month prior to the planned initiation of the planned, general solicitation. Such a request should have the approval of the principal prior to submission to the Director of Secondary Education (Assistant Superintendent C&I 7-12 or designee.)
 - ii. The solicitation shall be limited to the school's attendance area and the shopping centers as designated above.
 - iii. The solicitation shall be limited to one month unless an extension of this limit is approved in advance by the Director of Secondary Education (Assistant Superintendent C&I 7-12 or designee.)
 - d. No fund-raising activities may be conducted during class periods.
 - e. A student shall not receive extra credit for involvement in fund-raising activities.
 - f. Fund-raising services to the general community (e.g., car washes) which are not dangerous may be scheduled with prior approval by the principal or a designee.