

Westville School District Fundraising Request Form

Teacher – Group – Organizational Name	
Student Activity Fund	
Proposed Fundraising Dates	
Vendor or Company (if applicable)	
Vendor Portion of Funds Received (if applicable)	
Description of Fundraising Activity	
Description of How Funds Will Be Used	

In making the following request the sponsor recognizes and agrees to the follow Westville School District procedures:

- Fundraising efforts shall not conflict with instructional activities or programs
- Participation in fundraising efforts must be voluntary, students must not be required to participate, nor penalized for not participating
- Student safety must be paramount – avoid having students must handle and manage money any longer than appropriate for the activity.
- A school staff member must supervise the fundraising activities and must safeguard the fiscal oversight.
- The fundraising efforts must be to support the organization’s purposes, a charitable cause, or the educational experiences of students.
- The funds shall be used, to the maximum extent possible, for the designated purpose.
- Money shall be deposited immediately in the appropriate student activity fund account.
- At no time should money be left overnight on school property or in a non-secure location.

Requests will be approved or denied after consideration of topics not limited to but including: timing of other fundraising efforts, ratio of revenue supporting student activities to vendor profit, federal/state/local laws, and/or the alignment with district goal’s and objectives.

Sponsor Signature _____ Date _____ Administrator Signature _____ Date _____

Approved Disapproved