



REGIONAL SCHOOL DISTRICT 13

Fundraising Approval Application

(To be completed by Sponsor / Organization and submitted at least one month prior to event)

***Reminder: If this is a recurring fundraiser (approved/completed in the past, with no material changes, please use the [short form](#)).**

A. General Information

School: _____

Organization / Sponsor Name: _____

Student Organization PTO/PTA/Booster Club 501(c)(3)

Fundraiser Name: _____

Proposed Date(s): _____

Location: On-Campus Off-Campus

Adult Sponsor / Primary Contact:

Name: _____

Email: _____

Phone: _____

B. Eligibility & Purpose

- Organization is an approved school/district partner (approval on file)
- Organization will use the Student Activities account
- Organization is a PTO/PTA/Booster Club or 501(c)(3) with a valid Federal EIN
- Fundraiser supports a **district-approved educational program or activity**

Describe how funds will be used to support students (be specific):

- Funds will **supplement, not replace**, the district operating budget
- Adult sponsor/contact assumes responsibility for oversight and compliance, including student permission slips if applicable



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C. Description of Fundraising Activity

Type of Fundraiser (check all that apply):

- Apparel/Merchandise Food Sale Event (Talent Show, Trivia, etc.)
- Fun-Run / Read-a-Thon (non-crowdfunding) Raffle / Bazaar / 50-50
- Tournament (Game of Skill) Restaurant Partnership Other:

Detailed description of activity:

- Check here to confirm that the activity does **not** include:

Gambling or games of chance; Door-to-door sales; Mandatory participation
In-school solicitation of students or staff; In-school food or beverage sales

D. Food Sales (Complete if Applicable)

- Pickup/distribution occurs outside the school day (≥ 30 minutes before/after)
- Food distributed only to adults No food stored at school

E. Raffles / Bazaars / 50-50 (Complete if Applicable)

- Municipal permit applied for/or attached ([CT General Statutes](#))
- Age restrictions acknowledged and will be enforced
- Ticket numbering and public notice requirements acknowledged

F. Student Safety & Data Privacy

- No student names, photos, likenesses, or personally identifiable information will be shared in **advertising** the fundraiser; this information may only be shared personally by parents/guardians
- No student likeness used without proper parental consent (*Includes photographs, videos, digital images or drawing representation of students without parental consent. Important exceptions are: Yearbooks, photos of a student in a public event if proper notice and opt-out process has been followed.*)
- Activity is age-appropriate and will be adequately supervised



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G. Financial Handling & Collection

Funds will be collected and deposited through:

- School Student Activity Account
- PTO/501(c)(3) bank account

Please confirm:

- No personal accounts or personal Venmo will be used
- Financial handling complies with district cash-handling procedures

Estimated Gross Revenue: \$ _____

Estimated Expenses: \$ _____

Estimated Net Proceeds: \$ _____

H. Crowdfunding, Peer-to-Peer Sites, & Online Activity

Check here to confirm that no open crowdfunding platforms will be used (e.g. GoFundMe, DonorsChoose, etc.)

If peer-to-peer fundraising is proposed, please confirm:

- Platform is policy compliant No student data or images will be used (only shared by parents/guardians (Refer to "F" above.))
- Transparency of Fee % - include percentage breakdown here that will go to the platform/fundraising site profit _____, anticipated fees _____, and student organization _____ (should equal 100%)

** If this activity uses a peer-to-peer platform/application, please attach a copy of the proposed personal profile to be listed on the site application and the proposed content to be uploaded, including images, student names, and school logos.*

I. Insurance & Risk

Event insurance obtained or will be obtained if required

Sponsor acknowledges responsibility for risk management and supervision



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J. Post-Event Accountability

- Financial summary will be submitted at the conclusion of the fundraiser
- Receipts, deposits, and documentation will be retained for at least one year
- Sponsor understands non-compliance may jeopardize future fundraising approval

Sponsor Assurance & Signature

I certify that the information provided is accurate and that this fundraiser will comply with all applicable Regional School District 13 Board of Education policies, regulations, and procedures.

Sponsor Name (Print): _____

Signature: _____

Date: _____

Administrative Use Only

Approved Not Approved

Administrator Signature: _____

Date: _____