



STUDENT ACTIVITY FUND – FUNDRAISER REQUEST

Instructions: Complete this form, providing all required details, and submit it to the principal for approval to sponsor the fundraiser.

School Name: Requestor Name: School Fundraiser (Money deposited into Fund 08) School-Connected Organization Fundraiser (PTA/PTO etc..)

Describe the proposed fundraising activity (How are the funds going to be raised? Explain what will be done to generate funds.):

List the date(s) when you intend to conduct the activity (if more than one day, provide start/end dates):

Describe the purpose of the fundraising activity and how the funds will be used:

All cash exchanges must be documented. Specify how initial cash collections will be tracked: Pre-numbered receipts will be issued, Class participant list will be used, Pre-numbered tickets will be issued, Fundraising vendor provides a sales sheet, Sales tally sheet will document the price and quantity sold, Other (please specify). **All receipts and funds for School Fundraisers will be turned into the office daily with a Money Collection Form**

Requestor Statement: As the sponsor/requestor of this fundraising activity, I confirm that I have: 1. Provided all the necessary information about sales and the collection of funds 2. Confirm that I have reviewed and will follow all guidance for cash handling provided by Fiscal Compliance Requestor Signature: Date:

Under Education Code 51520-51521 and EGUSD Board Policy 1321 and Administrative Regulation 1321, students shall not be solicited on school premises during school hours by any person or group, unless the group/person is collecting on behalf of student body; or the group is an organized charitable organization (such as a valid PTO/A) and has obtained principal approval. Student fundraising is governed by the following guidelines: Administrator Statement: I have considered and approved the fundraising activity as described above Principal Signature: Date:

Should you have any questions, please contact: For questions regarding fundraising activities: Fiscal Compliance Sarah Magaña, smagana@egusd.net For questions regarding facility use: Facilities Use schoolfacilities@egusd.net For questions regarding insurance and safety concerns: Risk Management riskmanagement@egusd.net

- Additional Considerations: 1. Have outside groups and adult volunteers participating in fundraising activities complied with background-check/TB-testing requirements, if required? 2. Have outside organizations been recognized as an EGUSD School-Connected Organization for the current school year? 3. Have they met facility use requirements? 4. Are there any potential staff or other costs related to conducting this fundraiser? 5. Funds in your checking account must be used to finance activities for non-instructional periods or to augment or to enrich the programs provided by the district, for the direct benefit of students. Use your donation account with the district to pay for things like: staff meeting costs, teacher luncheons/apparel, etc... 6. Raffles and games of chance are prohibited by law. https://oag.ca.gov/charities/raffles 7. Activities that pose liability or safety concerns (e.g. bounce houses, water activities, and facility/equipment rental) should be discussed with Risk Management at 686-7775 or riskmanagement@egusd.net 8. Any contracted services related to Student Body activities are subject to State & District requisition/bid requirements. 9. Food and beverage sales must comply with nutritional standards and not compete with district food services from midnight to 30 minutes after school https://egusdschoolmeals.com/index.php?sid=1594664583893&page=wellnesspolicy