



Fundraising Request Form Guidelines

The Superintendent of designees shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with IL State Board of Education concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.

Step by Step Process to Complete the Fundraising Form

1. Complete the fundraising [form](#).
2. Once the form is complete the following will occur:
 - a. The requestor will get an email with a copy of the request form that they filled out. The Athletic Director will receive an email asking them to Approve, Decline or Comment on the Request.
 - b. The APAO will receive an email asking them to Approve, Decline or Comment on the Request. The title of the email will read (request # will change):
 - c. Once the APAO approves or declines the request the requestor will receive an email stating that their form has been approved or denied and receive a pdf copy of their form responses.