

HOPKINTON SCHOOL DISTRICT FUNDRAISER APPROVAL FORM

*The Hopkinton School District requires groups/clubs/teams/organizations to obtain principal and superintendent prior approval for all fundraisers. This form must be completed and returned to the school office manager at least **five working days prior to the date of the event**.*

Class, Club, Organization Information

Today's Date: _____

Student Class, Club, Organization: _____

Advisor/Sponsor Name: _____

Cell Phone: _____ Email: _____

Indicate the use of funds raised: _____

Activity Information

Event/Activity Title: _____

Location where fundraiser will take place: _____

Fundraiser Start Date: _____ End Date: _____

Please provide specific detail of activity to include cost of event(s), item(s) for sale:

Advisor/Sponsor: _____

Date: _____

Principal: _____ Approved / Denied Date: _____

Superintendent: _____ Approved / Denied Date: _____

GUIDELINES: Groups/clubs/teams must agree to the following guidelines:

General Fundraising:

1. Fundraisers involving food will use only foods that meet the school district nutrition guidelines. *(Exceptions may be granted to seasonal, gift type sales programs.)*
2. *Fundraising activities support school related/approved activities only.*
3. Fundraising activities that promote physical activity will be encouraged.
4. Under no circumstances will any fundraising include quotas for students or competition on volume or monetary amount of sales.
5. Sending fundraising information to parents/guardians is limited to those of students in the grade level or organization conducting the fundraiser. No general mailings are allowed.
6. No fundraiser will be approved for more than a two-week period of time unless a seasonal request which will be approved on an individual basis.
7. The adult sponsor of the class or organization will, in signing this agreement, agree to adhere to the guidelines noted above.

Concessions:

1. The Hopkinton School District requires groups/clubs/teams to obtain principal and Superintendent approval prior to the selling of concessions at school district functions.
2. Groups/clubs/teams agree to the following guidelines:
 - a) If dessert type items are being sold (i.e.: candy, baked goods, etc.) a fresh fruit option (i.e. apples, oranges, bananas etc.) must be included.
 - b) All prepackaged snack items must be from the school district's approved product list. (The list can be obtained at the Hopkinton School District website.)
 - c) The sale of main course type items must include a reduced fat option.

Cash Handling:

Cash and checks must be separated by denomination and counted. Checks must be made payable to the school.

Keep cash/checks while in your possession in a secure location (a locked desk, or similar location) at all times. Cash/checks must be turned in on a daily basis.

All cash/checks must be turned into the office before 1:00pm each day. Do not hold money for future fundraisers. Turn all cash/checks into the office personally. **Do not leave the cash/checks on her desk.**

No cash payments are permitted to vendors, staff, or students. All cash must be deposited into the student activity account and a check request submitted for payment.