

Molalla River School District

Student Fundraising Pre-Approval and Agreement

**Gray rows required additional materials*

Organization Name/Type: Athletic, Activity, Art, Academic	
Name of Supervisor First & Last	
Contact Info: E-mail & Phone	
Name & Contact Information Additional Adult Support	
Fundraise Type & Description <u>Hosted event:</u> Camp/clinic, etc. <u>Drawing:</u> 1 event or multi-day <u>Campaign:</u> Letter, media, phone etc. <u>Sale of item(s):</u> Candy, coupon, etc. <u>Community Partnership:</u> Dinner with % donation on specific day/time Other: Describe	
Location: Inside School District: <i>(Facility Use Request & Agreement Required)</i> Outside School District: Location Name & Address	
Insurance Required	<input type="radio"/> Molalla River School District <input type="radio"/> Orange & Black Booster <input type="radio"/> Other:
Fundraiser: Start Date (i.e. Monday, May 1, 2019)- End Date (i.e. Monday, May 1, 2019)	
Anticipated Net Profit	\$
Intended use for the funds I.e. an item for team use, trip, etc. <i>(If Over Night Trip is Intended use of funds, Overnight Trip Request required)</i>	
How do you plan to maintain accurate and timely reporting of funds? All funds deposited to school fund within 48-hour period.	

All marketing material must be approved:	<ul style="list-style-type: none"> ○ Attach script (no longer than :30 seconds) ○ Attach flyer (no larger than 8 1/2 X 11) ○ Attach image for electronic monitor E-mailed to Jessica Coy.
Additional Materials Needed: (i.e. Cash box, receipt book, etc.)	
What form of acceptable revenue will be deposited:	Cash: create receipt through schoolpay Check: MHS "Group" Card: School pay No use of third party without explicit approval (square, venmo, etc.)
Will a third-party vendor be involved?	Yes or No
If Yes...	Attach Contract & Proof of Liability Insurance for approval from business office
If Yes... Will anyone from the third-party vendor have unsupervised contact with minors?	Yes or No
If Yes...	Attach proof of background check

**Failure to comply with any/all expectations may result in advisor termination and possible legal implications.*

**All district policies and administrative procedures concerning student transportation shall apply to school sponsored fundraising activities*

Advisor Signature _____ Date: _____

Fundraising Coordinator's Signature _____ Date: _____