

**Kimberly School District  
Policy 3530F  
Student Fundraising Activities Proposal Form**

**School Organization/Club/Team:** \_\_\_\_\_

**Person Submitting Request:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

### **Fundraising Activity Information**

**Describe the fundraising activity in detail. Include what the fundraiser is, when it will occur, who is involved, and why the fundraiser is being conducted.**

### **Type of Fundraiser (Check One)**

☐ **Solicitation-Based Fundraiser**

(Product sales, direct donations, sponsorships, banner sales, or other activities primarily requesting money from individuals or businesses)

☐ **Service-Based Fundraiser**

(Activities where participants provide a service or event, such as community service projects, meals, golf tournaments, bingo nights, yard cleanup, or similar activities)

### **Purpose and Student Benefit**

**Explain the need for the fundraiser and how the proceeds will benefit the program, organization, or students.**

**How will the funds be used? (Be specific.)**

### **Student Items**

**Will any portion of the fundraiser be used to purchase items that become the personal property of individual students?**

☐ No

☐ Yes (If yes, explain why the item is required for participation in the activity.)

Examples of allowable participation-related items may include required uniforms, swimwear, volleyball shorts, cheerleading uniforms, or other required equipment approved by administration.

Explanation:

## Fundraiser Budget

**Estimated Gross Income:** \$ \_\_\_\_\_

**Estimated Expenses:** \$ \_\_\_\_\_

**Estimated Net Proceeds:** \$ \_\_\_\_\_

**Anticipated Expenses (What will fundraiser proceeds be spent on?):**

## Fundraising Limit Review

**Has this organization conducted a solicitation-based fundraiser during this school year?**

☐ No

☐ Yes — Date of previous solicitation-based fundraiser: \_\_\_\_\_

**If yes, explain the reason an additional solicitation-based fundraiser is being requested:**

## Financial Reporting Requirement

The sponsoring organization understands that approved fundraisers must maintain accurate financial records and submit quarterly reports identifying actual revenues, expenditures, and net proceeds associated with the fundraiser.

## Approvals

**Local Administrator Approval:** \_\_\_\_\_

Date: \_\_\_\_\_

**Superintendent Approval:** \_\_\_\_\_

Date: \_\_\_\_\_

**Board Approval:** \_\_\_\_\_

Date: \_\_\_\_\_