

STUDENT ACTIVITY FUNDRAISING POLICY

All groups wishing to organize a fundraising project are to apply for permission through the Director of Student Activities. The application form should be completed by the advisor and submitted to the Student Activities Office.

- All groups are limited to a maximum of two (2) fundraising projects per year.
- The length of any fundraising project is restricted to two (2) weeks. (The delivery of items can take place at a later date).
- All fundraising activities must be approved by the Student Activities Office and once approved, will be entered into the fundraising calendar.
- Fundraisers involving the selling & distribution of food during the school day (7:45 AM to 2:37 PM) will not be approved and are prohibited by Federal Mandate unless the nutritional label is attached to this form and is within the approved Federal Nutritional Guidelines.
- Two (2) different organizations will not be permitted operate fundraising drives at the same time.
- Arrangements must be made ahead of time to have delivery and receipt of items after school hours. Sorting is to occur at this time.
- Advisors are to clear distribution procedures through the Student Activities Office.
- All funds must be deposited and transmitted through the Business Office via the Student Activities Office. Each advisor is responsible for maintaining accurate records. Personnel accounts and storing cash is not permitted.
- Prior to submitting revenues to the Student Activities Office, all money must be counted by the student activity officers and/or advisor.
- Student obligations are the responsibility of the advisor.
- Receipts must be issued for all sales.
- Please refer to the Student Activity Handbook provided by our Business Office for more detailed policies and procedures.

**NORTHWESTERN LEHIGH HIGH SCHOOL
CLASS/ORGANIZATION FUNDRAISING APPLICATION**

Date of Application:	
Activity Name:	
Activity Advisor:	
Type of Fundraiser (specific):	
Start Date Requested:	
End Date Requested:	
Delivery Date & Time:	
Delivery Location:	
Who will Sort Delivery:	Advisor or Members or Both
Sorting Date & Time:	
Sorting Location:	
Distribution Date & Time:	
Distribution Location:	

Please return this form to the Activities Office at least 2 weeks prior to requested start date. Once approved, this information will be displayed on the Student Activities Fundraising Google Calendar. If you need access, please contact the Activities Office.

I understand and agree to abide by the Northwestern Lehigh School District Policies & Procedures related to Student Activity Fundraisers specific to this fundraising request.

Advisor's Signature

Date

APPROVED

OR

NOT APPROVED

Activities Office Signature

Date