

Policies
Fundraising/Procedures/Lake Chelan School District
BP 3510, 3530, 4120 Form A

Based upon Policies and Procedures 3510/3510P, 3530/3530P and 4120/4120P the following form is developed to improve communication, mapping of fund raising activities, and ensure that our community understands and supports established and future program needs of our students and programs.

“Form A” Fundraising Application

1. Name of person submitting application _____

2. Group _____

3. Proposed Fundraiser (please be specific). What is the purpose of the fundraiser?
Narrative:

4. Dates/Times for Fundraiser: _____

5. Supervision of Students/Activity: _____

6. Estimated Gross Receipts: _____

Estimated Expenses: _____

Details of Expenses: _____

Estimated Net Profit: _____

7. What are the intended uses of the net proceeds? _____

8. What is the educational value of this fundraiser? Be specific: _____

9. Fundraisers (per BP/Procedures 3530) will not interfere with any educational program.
How will you ensure this is the case?

10. How will you provide proper accounting of all revenue/expenses? _____

11. Per the Lake Chelan School District Facility Use Policy, identify your facility needs, custodial/maintenance, and equipment needs:

- Facility to be used: _____
- Custodial/Maintenance needs: _____
- Equipment Needs: _____
 - Estimated Costs: _____

***Other:**

No keys will be given or loaned.

Hold Harmless Agreement: The Renter/User hereby agrees to indemnify and hold harmless the Lake Chelan School District, its appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind and character, including costs of defense, arising out of or in any way connected with the renter/user's use of the school facilities in this agreement.

Group Insurance identified (if necessary): _____

***Signatures:**

(1) Applicant/group: _____ Date: _____

(2) Principal/Supervisor: _____ Date: _____

(3) Superintendent: _____ Date: _____

*Denied due to the following reasons:

Signature of Administrator

Date