



Santa Rosa City Schools Secondary
REQUEST FOR APPROVAL OF FUND-RAISING ACTIVITY
 (Refer to Board Policy and Administrative Regulation 3452)

School: SRHS Club or sponsoring group: FFA

Dates of Fund-raiser: Beginning 11/6/24 Ending 11/22/24

Note: No extra credit can be received by a student for involvement in fund-raising activities.

Purpose: Please describe the project for which the funds will be used.

All funds will be use to help students travel to conferences + contests

Description of fundraiser: Please include hours/services or items to be sold. Submit ONE request per form.

Pic sales. Students take home sale sheets and return pre-sales with money by Dec 4th.

Attachments required:

- Student Organizations: A copy of minutes indicating approval of the fundraiser and purpose of proceeds
- Budget for the proposed activity
- Added to master calendar

Approvals required: (Principal: please check the appropriate type of activity)

Principal Approval Only: (Submit a **COPY** of this principal-approved form to Ed Services for their records.)

- On-campus (not during class periods) Off campus but not a service.
- Service activity by club or organization which is not dangerous (e.g., car wash)
- Annual student body fund-raiser (one per year) limited to one month duration; within school attendance area and/or major shopping center (downtown Santa Rosa, Coddington, Montgomery Village)

Principal and Ed Services Director Approval: (If checked below, submit **COPY** to Ed Services for approval at least one month before the event. Principal approval required prior to submission to Ed Services.)

Non-service activity by school club or organization involving community solicitation limited to one month duration; within school attendance area and/or major shopping centers (downtown Santa Rosa, Coddington, Montgomery Village)

Food Services Representative: If food is being sold, CNS Leadership Team review and approval is required.
https://form.asana.com/?k=eViZffan3m72_XgAuMS_AQ&d=73348067660722

Signatures:

Submitted by: Club Advisor: [Signature] Date: 11/4/2024

Reviewed by: School Office/Business Manager: [Signature] Date: 11/4/2024

Approval:

Approved N/A Denied N/A Date: N/A By: N/A
 CNS Leadership (if food sales)

Approved Denied Date: 11/5/24 By: [Signature]
 Principal

Approved Denied Date: _____ By: _____
 Asst. Supt. Ed Services (if required: see "Approvals Required")

Distribution upon approval:

(1) Requestor (2) School Business Manager (3) Site Admin Assistant (4) Asst. Supt., Ed Services (5) District Accountant