

**Soliciting Funds From and By Students****Page 1**

Fund-raising activities may be approved by the Superintendent or Principal consistent with the following guidelines:

1. The Botelle School request form for fundraiser is filled out and approved (See Attached Form 1).
2. All food fundraisers must meet the Connecticut Nutrition Standards and all beverage fundraisers must meet the beverage requirements of section 10-221q of the Connecticut General Statutes **unless** the Board of Education votes to allow exemptions **and** the foods and beverages are sold at the location of events that occur after the school day or on the weekend, provided they are not sold from a vending machine or school store. Information on acceptable fundraisers can be found in the Connecticut State Department of Education's (CSDE) handout, *Fundraising with Foods and Beverages*, at [www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Fundraisers.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Fundraisers.pdf).
3. The mechanics or procedures of fundraising will neither be an unacceptable burden to teachers or other school staff members nor subject the school to inappropriate risks or responsibilities in handling funds.
4. Students will not be permitted to participate in door-to-door soliciting or selling.
5. Any individual fundraising on the part of any student and/or the student's parents/guardians will be entirely a voluntary effort.

Upon approval by the Superintendent or Principal, information from recognized charitable or other organizations which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization may be distributed through the school. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

There shall be no direct solicitation of funds by outside organizations from students except as specifically approved by the Board.

(cf. 1311 Participation in Community Life)  
(cf. 1321 Public Performances by Students)  
(cf. 1322 Student Contests)  
(cf. 1325 Advertising and Promotion)

**Board Adopted: November 13, 2013**

## BOTELLE SCHOOL REQUEST FROM FOR FUNDRAISERS

**School Where Fundraiser Will Occur:** \_\_\_\_\_

**Fundraising Organization:** \_\_\_\_\_

**Fundraising Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date(s) of Fundraiser:**

<b>FROM</b>	____ / ____	<b>TO</b>	____ / ____ / ____
	month      day		month      day      year

1. Will the fundraiser sell any **food items**? ☐ Yes ☐ No, *Skip to question 2*
  - a. Do the food items meet the Connecticut Nutrition Standards?  
☐ No ☐ Exempt ☐ Yes, how determined? (e.g., items are on the CSDE *List of Acceptable Foods and Beverages\**, conducted recipe analysis, etc.) \_\_\_\_\_
2. Will the fundraiser sell any **beverages**? ☐ Yes ☐ No, *Skip to question 3*
  - a. Do the beverages meet the requirements of state statute?  
☐ No ☐ Exempt ☐ Yes, how determined? (e.g., items are on the CSDE *List of Acceptable Foods and Beverages\**, conducted recipe analysis, etc.) \_\_\_\_\_
3. List all food or beverage items sold, e.g., candy, cookie dough, cakes, soda, etc. (*Attach additional pages if necessary*)

Manufacturer	Food or Beverage

4. **Who** will the fundraiser items be sold to? (*Check all that apply*)  
☐ Students   ☐ Parents and Other Adults   ☐ School Staff   ☐ Other Specify): \_\_\_\_\_
5. **Where** will the fundraiser be conducted? (*Check all that apply*)   ☐ On school premises   ☐ Off school premises
6. **When** will the fundraiser be conducted? (*Check all that apply*)   ☐ During school day: *Indicate times* \_\_\_\_\_  
☐ After school day: *Indicate times* \_\_\_\_\_  
☐ Weekends: *Indicate times* \_\_\_\_\_

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7. Will the fundraiser be conducted at the **location of an event that has been exempted by the board of education?**

☐ No ☐ Yes, describe event: \_\_\_\_\_

8. **How** will the fundraiser be conducted? Explain the sales process, money collection process and pick up procedures:

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\* The CSDE *List of Acceptable Foods and Beverages* includes brand-specific foods that meet the Connecticut Nutrition Standards and beverages that meet the requirements of state statute (<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432>).

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***For District Use Only. Fundraiser is (Check One):***

☐ **Approved:**

☐ **Not Approved:** Reason \_\_\_\_\_

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**Signature**

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***Title of Authorized Individual***

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**Date**