

# PHILIPSBURG-OSCEOLA AREA SCHOOL DISTRICT

Web Site: [www.pomounties.org](http://www.pomounties.org)



## SPIRIT ACTIVITIES / FUND RAISING FORM

### School / School-Related Organizations

(Type or print. Secure all necessary signatures before submission.)

**SCHOOL:** \_\_\_\_\_ **ORGANIZATION:** \_\_\_\_\_

**President/Chairperson/Sponsor:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. Product to be sold: \_\_\_\_\_
2. Cost per item: \_\_\_\_\_ Profit: \_\_\_\_\_  
(Organization should select only vendors who guarantee a profit amount or percent)
3. Approximate period of time for fund raiser? START: \_\_\_\_\_ END: \_\_\_\_\_
4. Financial goal of fund raiser: \_\_\_\_\_
5. Purpose (expenditure) of funds: \_\_\_\_\_
6. Will students be involved in fund raising project? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, how: \_\_\_\_\_
7. What will happen to funds if goal is not achieved?: \_\_\_\_\_
8. Name of insurance carrier and date of liability insurance for the raiser: \_\_\_\_\_
9. Are there any other fund raisers in progress for your organization? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

**NOTE:** The fund raising policy is on the second page of this form. Upon completion, this form will be submitted to the Superintendent for approval/rejection.

\_\_\_\_\_  
Signature of Sponsor Date

\_\_\_\_\_  
Signature of Principal / Athletic Director Date

\_\_\_\_\_  
Signature of Superintendent / **Approval** Date

\_\_\_\_\_  
Signature of Superintendent / **Rejection** Date

**COMMENTS:** The signed original will be returned to the organization sponsor.

*The Mission of the Philipsburg-Osceola Area School District is to provide opportunities, resources, and support for students to become lifelong learners.*

**SPIRIT ACTIVITIES / FUND RAISING FOR SCHOOL-RELATED ORGANIZATIONS**  
(Sports, Music Boosters, Parent-Teacher Council)

**OBJECTIVE:** Raising and expending money not budgeted by the District by school-related organizations should have as their purpose the promotion and enhancement of students' educational experiences and school spirit.

**FUND RAISING ACTIVITIES:** Fund raising activities in the schools or on behalf of Philipsburg-Osceola Area students will be classified into one of the two following categories:

1. **SCHOOL SPIRIT ACTIVITY:** The primary function of this type of activity is school spirit. Money raised from these types of activities is secondary to the event itself.
2. **MONEY RAISING ACTIVITIES:** The primary function of this type of activity is to raise money for a particular project.

**REGULATIONS & GUIDELINES ON FUND RAISING ACTIVITIES**

**A. REGULATIONS**

1. A fund raising activity form must be completed for each fund raising activity to be scheduled on the school calendar. Each request is to be submitted at least **30 days in advance** to the building Principal and/or Superintendent. The Superintendent will approve or disapprove the request.
2. Students are not permitted to solicit merchandise in school, on school property, or during any school-sponsored event for anything other than an approved or scheduled spirit or fund raising activity.
3. All fund raisers requiring the use of chaperones, custodians, police, etc., will be required to use proceeds from the activity to pay for the service of said chaperones, custodians, police, etc.

**B. GUIDELINES**

1. Door-to-door solicitation by elementary students is not recommended.
2. Overlapping fund raisers should be avoided in each school.