



# FUNDRAISING ACTIVITY FORM

District Code: 511.2  
 Date Adopted: 4/8/80  
 Date Revised: 08/18/23

Date Submitted		Organization/Activity	
School/Program		Advisor	

<b>Description of the fundraising Activity:</b>			
Date of Drive:		Anticipated Gross	
Product or Service:		Anticipated Tax *	
Selling Price:		Anticipated Expense	
Food or Beverage Fundraiser?		• <b>Yes</b>	• <b>No</b>
Will students be consuming the product(s) before school, during school, or within 30 minutes of the end of the official school day?		• <b>Yes</b> <i>Attach a nutrition facts label with an ingredient statement for each food or beverage product you intend to sell.</i>	• <b>No</b>

Districts must ensure compliance with the United States Department of Agriculture (USDA) [Smart Snack standards](#). This applies to foods and beverages sold to students on the school campus during the school day. The nutrition standards do not apply to foods and beverages sold at events held after school, off campus, or on weekends, such as school plays or sporting events.

1. When the fundraising event would be conducted:		
<input type="checkbox"/> Before school	<input type="checkbox"/> During School	<input type="checkbox"/> After school
2. Where and When?		
3. Approximately how many organizations, students or adults will be involved in the fundraising event (e.g. in the actual selling)?		
4. Does this fund-raising event involve community solicitations or door-to-door selling? (If so, information must be provided to parents and students regarding the activity, the educational purpose of the activity, the total cost, the amount to be raised, and the anticipated profit. Please ATTACH the communication provided.) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
5. What commercial or community agency (if any) is cooperating in this venture?		

# Fundraising Form

6. Why do you want to raise the money? (purpose/goal)

7. What activity is to be supported?

## **APPROVAL**

All fundraisers **MUST** be approved by all parties before the fundraiser may occur.

---

Signature of Advisor or Employee

Date

---

Signature of Principal or Department Director

Date

---

Signature of the Activities Director if Extracurricular

Date

---

Signature of Assistant Superintendent of Business and Administrative Services

Date

## **\* EXAMPLES OF TAXABLE SALES**

Admissions to swimming pools; athletic equipment, such as the sale or rental of football shoes or pads; coin-operated amusement devices, such as jukeboxes or pinball machines owned or leased by the school; diploma fees; graduation announcements, class rings, pictures; shop supplies, art materials, and sewing supplies such as needles and patterns; books (other than textbooks), encyclopedias, dictionaries and yearbooks; cosmetic and toiletry items and school supplies such as pencils, paper and notebooks; lodging, where rental agreement is for less than 30 days, except where lodging is included in the charge for an educational program sponsored by the school on the school's premises; meals served off the school premises, such as at administrative offices or restaurants; fees charge for the use of personal computers; admissions to tournaments, postseason games, and other non-regular season games, events, and activities.

## **\* EXAMPLES OF EXEMPT SALES**

Tuition and all related instructional fees; textbooks prescribed for use in a course of study and sold to regularly enrolled students; meals, lunches and sales of food through vending machines including sales of candy and pop, when furnished, prepared or served on school premises; charges for lodging where the agreement is for more than 30 days; sales of tickets or admissions to regular season school games, events and activities held either on or off school premises; gym clothes and towel rental; drugs, medicines, therapeutic devices for cure or treatment of disease in humans; feminine hygiene products such as sanitary napkins and tampons; membership dues to school organizations; parking fees and locker rental; breakage or loss of books or equipment (reimbursement for); newspapers, if regularly published at least once every three months; home economic supplies of food or sewing materials such as fabric, zippers, and buttons; auditorium programs for students for educational purposes; graduation cap and gown rental; admission tickets sold for artistic performances, such as concerts and plays sponsored by the school. The sales (when held in Minneapolis) are subject to Minneapolis city sales tax; candy sold for fundraising purposes (on or off school premise).