



**SAN DIEGO CITY SCHOOLS
REQUEST FOR APPROVAL OF FUND-RAISING ACTIVITY
BY A NONDISTRICT ORGANIZATION
(Administrative Procedure 9325)**

To be completed by organization:

Name of Organization: _____

Address: _____ Phone: _____

Organization Contact: _____

Address: _____ Phone: _____

Purpose of Activity: _____

Description of Activity: _____ Date: _____ Time: _____

The signature of the organization's representative below confirms compliance with the following criteria as established in Administrative Procedure 9325:

- Organization is nonpartisan.
- Organization is charitable as defined by Internal Revenue Code Section 501(C)(3).
- Purpose of the activity is nonpartisan and charitable.
- Organization has reviewed Administrative Procedure 9325 and will conduct activity in compliance with the procedure.
- Organization agrees to the division of funds (as specified in this document).

Both parties agree to the division of funds listed below. Indicate either dollar amount or percentage of revenue (Refer to Administrative Procedure 9325 Section C.2.b. and c.):

School: \$ _____ % (50% minimum) Organization: \$ _____ %

Signature of Organization Representative: _____ Title: _____ Date: _____

To be completed by principal:

Name of school: _____

The principal agrees to:

- The division of funds (as specified above).
- Notify parents of the specific fund-raising groups (memberships, purpose and goals).
- Notify parents well in advance that school will be planning a fund-raising event and provide all details of the event.
- Notify parents of their right to "opt" their child out of participating in any fund-raising event.
- Notify instructional leader of all fund-raising events for the school year.
- Provide a signed copy of this form to the requesting organization or individual.
- Maintain official file at the school site for at least one school year, which includes parent notification, a copy of the signed approval form, and any other related documents.

This fund-raising activity is not being conducted concurrently with instructional activities (e.g., jogathons during physical education and readathons during literacy period).

Signature of Principal: _____ Date: _____