

# Clarion-Goldfield-Dows Fundraiser Request Form

Date Requested: \_\_\_\_\_  
 Club / Team / Organization: \_\_\_\_\_  
 Advisor / Organizer: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Dates of Sale: \_\_\_\_\_ to \_\_\_\_\_  
 Company: \_\_\_\_\_

Item	Cost per unit*	Selling price per unit	Profit per unit

\*Remember to factor in the cost of shipping

Seed Money Needed: \$ \_\_\_\_\_ Quarters Needed \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sales will be held: (check all that apply)  
 In School     In Community  
 During School Hours     During School-Sponsored Activity

Sellers include: (check all that apply)  
 Students     Parents     Staff     Online / E-flyer     Other

Building Area / Items Needed: \_\_\_\_\_  
 \_\_\_\_\_

**By signing this form, I agree to abide by all district policies and procedures and acknowledge all funds raised are property of the Clarion-Goldfield-Dows Community School District.**

Signature of Organizer: \_\_\_\_\_

Approved     Denied Reason: \_\_\_\_\_

Signature of Building Administrator: \_\_\_\_\_

## **Policies, Procedures, & Guidelines**

**Board Policy “Student Activity Accounts” 505.2** – “Collection of any funds for school activities must have the recommendation of the building principal and the approval of the superintendent. All such funds shall be under the financial control of the Board.”

**Board Policy “Purchasing Policy” 804** – “It shall be the policy of the Clarion-Goldfield-Dows School District to purchase products and services from within the district community provided that such products and services shall be competitive. A local preference will be demonstrated by the district by approving local bids, provided they are within 15% of the lowest bid from outside vendors.”

“Cash transactions must be limited to the collection of gate receipts or making change. Seed money may be withdrawn from the appropriate account by the district office or designee, to facilitate these events. Seed money must be returned to the district office or included with admissions (night depository) for deposit once the event has ended. At no time, should gate receipts be used to pay for officials or purchased services. Payment of officials and other purchased services must be initiated by a purchase order and with the appropriate approvals. Whenever cash transactions take place, accounting practices must be employed to account for receipts of money and items purchased. This may include the use of receipt books, tickets or some other means of documentation.”

**Smart Snacks (USDA) Guidelines** – “The Smart Snacks in School regulations establish standards for all foods and beverages sold to students other than the reimbursable meals. The definition of a school day is midnight until 30 minutes after the dismissal school bell rings. Side items, snack foods, beverages, and any entrées not served as part of the reimbursable meal will need to comply with the Smart Snacks nutrition standards, which include calorie, fats, sugar, and sodium limits, in order to be sold to students in school.

Foods subject to Smart Snacks standards must:

- Be a whole grain-rich grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and or vegetable.”

In addition, such food items must also meet several nutrient requirements including calorie, sodium, fat, and sugar limits. Specific standards apply for beverages sold in schools.

For more information on Smart Snacks, visit <https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.

To see if a food or beverage complies with Smart Snacks standards, use the Smart Snacks calculator at <https://foodplanner.healthiergeneration.org/calculator/>.