

J. Sterling Morton High School
Athletics/Student Activities
Fundraiser Request Form

- * Clubs are limited to 2 fundraisers per semester
* Sports teams are limited to 1 fundraiser per semester

Date submitted: 8/4/26
Sports/Club: Band / Choir / Orch.

Person(s) in charge: Andrew Boland / Kendall Ruff
Description of fundraiser: Fundraiser to offset costs for festivals and clinics through Scoreboard Fundraising

How will fundraiser benefit the students of sports team/club? Ability to work w/ guest artists and take special performance trips

Purpose of sale: (Why is sport/club requesting fundraiser?) To off-set any additional costs for students and families

Campus to be held at: EAST _____ WEST X
ALTERNATIVE SCHOOL _____ FRESHMAN CENTER _____

Will your sport/club be selling goods? YES (NO) Goods to be sold: _____

Will your sports/club be soliciting donations from outside the school? (YES) NO
If yes, from what sources? families, friends

* Dates requested: 1st Choice: 9/7/26 to 9/25/26 2nd choice: 9/14/26 to 10/1/26

Times to be held: Before School (7:30-8:00am) _____ After School (2:40-3:30pm) _____ Cafe Hours _____

Location of Fundraiser: N/A

* Note: A "Use of Facility" form must also be filed for building purposes. Begin the process with the AD/DAS- please attach.

Special Needs (i.e. maintenance request for tables, etc.) N/A

Initial school/club/sport investment \$ 0 Anticipated income \$ 51000
Use of vendor: (YES) NO _____ If yes, list vendor Scoreboard Fundraising
Purchase Order attached: YES _____ NO X If no, please explain: NO initial investment needed

Note: Items cannot be requisitioned from a vendor until this request has been approved. A copy of this form will be turned in to the originator upon approval or denial. Turn in your purchase order form with your request to the AD/DSA. If it is not attached, please give an explanation.

Remember, You may not go forward with any fundraising effort, in any way, until this form is approved by the AD/DSA and returned to the coach/advisor.

* See back of form for additional information.

For Athletics and/or Student Activities Office Only

_____ Level I Fundraiser (profit is less than \$1000)

X Level II Fundraiser (profit is more than \$1000)
(MUST have Board approval)

S/A Director _____
Athletic Director _____
Bldg. Principal _____
(Return to DSA)

S/A Director _____
Athletic Director _____
Bldg. Principal _____
Business Manager _____
Superintendent _____
(Return to DSA)

_____ # of fundraisers held this year

8/5/20

FUNDRAISERS

Fundraising Limits: Clubs are limited to 2 fundraisers per semester. Sports' teams are allowed 1 fundraiser per semester. Only two candy sales can occur at the same time.

Purpose: Teams/clubs must have a specific purpose for holding a fundraiser. Examples of acceptable purposes include raising money for convention participation, charitable donations, and out-of-town educational trips. District 201 also recognizes that club participation helps students to build and improve social skills. Specific, planned social events may also be acceptable events for which to fundraise.

Time Limits: Plan ahead, especially when requesting peak sales times. There is a two-week limit on all fundraisers to allow each group to participate.

Procedure: All groups hosting a fundraiser must abide by the rules.

1. A fundraiser request form must be completed and approved by the Athletic Director/Student Activities Director before purchasing items for the sale. The Fundraiser Request Forms are available in the Student Activity Offices and the principal's office.
2. Most importantly, teams/clubs cannot order any products without receiving a P.O. number from the Business Office. To receive a P.O. number, coaches/advisors must fill out a Requisition Form. Both the Requisition Form and Fundraiser Request Form must be handed in to the AD/SAD. Products delivered to the school without a P.O. will not be accepted by the Receiving Department. If products are delivered without a P.O., the team/club will have to lose the dates requested for sales and have to begin the fundraising process again.
3. Please be aware that any fundraisers over \$1000 must be approved by the Board of Education and Superintendent. This process does not require any additional paperwork from the coach/sponsor, but it may add time to the approval process.

Money: Money collected from sales must be deposited at the cashier's office at the end of each school day. Students and coaches/advisors must not hold onto collected money.

Reporting: A fundraising report is due to the AD/DSA one week after the fundraiser has ended. On the report, all expenses and revenues must be reflected, indicating the profits made or losses incurred. If a report is not completed the club/sport will lose the right to fundraise for the rest of the year.

Door to Door Sales/Food Items: Door to door sales are prohibited by the District 201 School Board. Food items cannot be sold door-to-door. Food items that are to be distributed during 2nd hour can be sold during lunch hours. Food items can ONLY be sold before and after school. Sale of food items in the cafeteria during lunch hours is also prohibited by District 201. This also includes Bake Sales. However, a team/club can sell products in the senior lounge. For safety reasons, items must be individually wrapped. If a table is needed, a Facility Request Form needs to be completed and submitted for approval to the AD/SAD. Coaches/advisors will receive the original form after the request has been processed. THE ORIGINATING PARTY MUST COMPLETE A FUNDRAISER SUMMARY AND RETURN TO THE AS/DSA WITHIN ONE WEEK OF THE SALE.

Car Washes: When holding a car wash, maintenance will bring the hoses to the parking lot. However, Morton will not provide soap, buckets, or towels. Car washes are considered a fundraiser and appropriate paperwork needs to be completed - Facility Request Form and Fundraiser Form.

Dances: Teams/clubs are limited to one dance per semester. Dances are considered a fundraiser and appropriate paperwork needs to be completed - Facility Request Form and Fundraiser Form.

The Student Activities Office has many catalogs of spirit items and candy vendors if your team/club needs suggestions.

These guidelines are not meant to impede fundraising in any way. However, District 201 needs to be aware of ALL fundraising occurring in its name. Please speak with the Athletic Director or the Student Activities Director with any questions/concerns.