

**WOODBIDGE SCHOOL DISTRICT  
CENTRAL OFFICE  
FUND RAISING REQUEST FORM**

The Woodbridge School District Policy governing fundraisers is found on the reverse side of this Request Form. **This form must be completed in its entirety and presented to the Superintendent for consideration at least seven (7) working days prior to the requested event.**

**NOTE: If you are requesting to hold a car wash at the District Office, a car wash form MUST be completed and submitted along with this fund raising request form. If the car wash form is not attached, this form will be returned.**

Name of Organization: \_\_\_\_\_

Sponsor/Individual in Charge: \_\_\_\_\_

Product, Material, Publications to Sell, or Fundraising Activity: \_\_\_\_\_

\_\_\_\_\_

Proposed Use of Funds: \_\_\_\_\_

\_\_\_\_\_

Cost of Product, Admission Charges, Etc: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Duration of Activity (if more than one day): \_\_\_\_\_

Alternate Date if Inclement Weather Would Require a Change: \_\_\_\_\_

Comments Concerning Past Experiences, Etc. Involved with the Company or Product:

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT:**

**NO EVENT/ACTIVITY MAY BEGIN UNTIL THIS FORM HAS BEEN SIGNED BY ALL APPLICABLE PARTIES AND RETURNED TO THE SPONSOR!! THIS INCLUDES THE ATHLETIC DIRECTOR'S SIGNATURE FOR ALL SPORTS RELATED FUNDRAISING ACTIVITIES.**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_ Approved      \_\_\_\_ Not Approved

\_\_\_\_ Approved      \_\_\_\_ Not Approved

\_\_\_\_ Approved      \_\_\_\_ Not Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director (if applicable)      Date

\_\_\_\_\_  
Principal's Signature      Date

\_\_\_\_\_  
Superintendent's Signature      Date

WOODBIDGE SCHOOL DISTRICT  
CENTRAL OFFICE  
CAR WASH REQUEST FORM

\_\_\_\_\_  
Name of School Organization

\_\_\_\_\_  
School

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_  
Athletic Director (if applicable)

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

**During the car wash ALL members of the club or organization  
must remain behind the natural and jersey barriers along Route 13.**

**NO student/sign solicitation will occur on Route 13.**

.....  
**For District Office Use:**

\_\_\_\_\_  
Orientation Date

\_\_\_\_\_  
George Roth

\_\_\_\_\_  
District Vehicle 1

\_\_\_\_\_  
District Vehicle 2

## 714 STUDENT FUND RAISING

The Board acknowledges that solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

All fundraising activities conducted by students or student clubs must be arranged and approved in accordance with the individual school's procedures.

Fund raising activities must be for a definite purpose, e.g. class trips, murals or some type of student activity as opposed to purchasing school supplies, books, etc. Children should be discouraged from door-to-door sales.

Major fund raising activities involve a majority of students or a broad spectrum of parents. The funds so derived are to be used for diverse purposes within the student body.

Staff wishing to raise funds for students use first must complete the Fund Raising Request form and gain approval for it.

All school fund raising activities require careful monitoring, both qualitatively and quantitatively i.e., qualitatively in terms of worthiness, appropriateness, and the relation of expenditures to profit and qualitatively in terms of time of sale, duration, and pricing.

A master list of all fund raising will be maintained in the Superintendent's office.