

NOVATO UNIFIED SCHOOL DISTRICT

FUNDRAISING AUTHORIZATION REQUEST

★ THIS FORM MUST BE SUBMITTED EACH FISCAL YEAR AND PRIOR TO ANY FUNDRAISING EVENTS ★

Organization Name:		Fiscal Year:
Representative Name:		20 /20
Representative Email:	Representative Phone:	

Stated purpose or mission of organization: _____

Has your organization completed the IRS Form 1023 and Franchise Tax Board Form 3500 to receive tax-exempt status? NO YES -- If yes, please provide EIN: _____

Names, address, phone number, and email address for **ALL OFFICERS**:

NAME	TITLE	ADDRESS	PHONE	EMAIL

Name and address of bank where the organization’s account is located:

Name of those authorized to withdraw funds from this account:

Specify all fundraising objectives and identify all anticipated dates of events/activities or attach your fundraising calendar:

DATE	EVENT/ACTIVITY	OBJECTIVE

When deemed necessary by the NUSD Board or Superintendent or designee, the authorization for a school-connected organization to conduct activities in the District may be revoked at any time.

Please attach the following addendums to this application:

- Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, and membership qualifications, if any.
- A statement identifying the criteria and process for distribution of funds, and the planned use for any money remaining at the end of the year if the organization dissolves or is not authorized to continue in the future.
- Evidence of liability insurance as required by law; minimum coverage is \$1,000,000 (one million) combined single limit.
- If District facilities are used, please attach a copy of an approved NUSD Facilities Use Permit.

By submitting this form for approval, the organization acknowledges the following:

- If the organization fundraising does **NOT** have tax-exempt status, any promotion must clearly state that donations are **NOT** tax deductible for the donor.
- An agreement that the group will not engage in unlawful discrimination.
- Annually, or upon completion of fundraising activities/events, organizations with 501(c)(3) (*tax-exempt*) status shall submit a copy of their IRS form 990 to the District. Non-tax-exempt organizations shall submit the equivalent information, as defined in AR 1230.
- Requests for subsequent authorization for fundraising activities shall be presented to the Superintendent or designee along with a financial statement showing all income and expenditures from fundraisers.
- The organization shall not act as an agent of the District or school.
- The organization shall not use the District's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
- An agreement that the District has the authority to audit the organization's financial records, either by District personnel or by a certified public accountant, whenever any concern is raised regarding the use of the funds.
- The organization shall use a separate name and logo. Any use of a name or logo affiliated with the District, school, or team shall require the prior consent of the Superintendent or designee.
- Funds of the school-connected organization shall not be co-mingled with District funds, including associated student body funds.
- The organization shall not hire or directly pay any District employee. If a school-connected organization wishes to pay for additional services, the person to provide the services shall be hired through the District's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.
- The following guidelines direct any fundraising event authorized in accordance with this policy:
 1. This request must be approved by the Superintendent or designee before any promotion, communication or other public planning may commence.
 2. Fundraising events must not interfere with the instructional day.
 3. Fundraising activities must be consistent with the District Wellness Policy.
 4. Student and staff participation must be voluntary.
 5. No students shall sell raffle or drawing tickets that include alcoholic beverages or tobacco in the prize.
 6. Fundraising involving elementary- and/or middle-school aged students shall not endorse door-to-door sales or solicitations.

Requested By: _____
Signature, Organization Representative Date

Approved By: _____
Signature, Principal of Supporting School Site Date

Approved By: _____
Signature, NUSD Superintendent or Designee Date