

NOVATO UNIFIED SCHOOL DISTRICT

FUNDRAISING AUTHORIZATION REQUEST

NOTE: PER NUSD BP/AR 1230 – THIS FORM MUST BE SUBMITTED EACH FISCAL YEAR AND PRIOR TO ANY FUNDRAISING EVENTS

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

Stated purpose or mission of organization/individual: _____

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

Please provide the names, addresses, phone numbers and email address for all officers and representatives:

NAME	TITLE	ADDRESS	PHONE	EMAIL

Name and address of bank where fundraising account is located: _____

Names of those authorized to withdraw funds from this fundraising account? _____

Specify all fundraising events/activities and objectives. Identify dates of events/activities or attach your fundraising calendar:

DATE	EVENT/ACTIVITY	OBJECTIVE

Please attach the following addendums to this application:

- Policies and procedures for maintaining the organization's/individual'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/individual not longer plans, or is authorized, to fundraise 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 needed, please attach a copy of the completed NUSD Facilities Use Permit.

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

- If the organization/individual 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/individuals with 501 (c) (3) (*tax-exempt*) status shall submit a copy of their IRS form 990 to the district. Non-tax-exempt organizations/individuals 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 annually, and shall include all of the above information.
- 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 or Organization/Individual Representative Date

Approved By: _____
Signature of NUSD Superintendent or Designee Date

Frequently Asked Questions about Fundraising and Flyer Distribution

Q: I want to hold fundraising activity/event. What do I have to do?

A: The first step is the NUSD Request for Fundraising Authorization. Established school fundraising groups such as PTAs, booster clubs, and School Fuel can use this form to apply for one-time approval of their fundraising plans on an annual basis. If you are a group or individual that does not have prior approval of fundraising plans, you must obtain and complete an application for your fundraising event or activity. You may obtain the form from the site principal at any Novato Unified school, or download it from our web site at www.nusd.org. The form details the steps to follow to complete the process.

Q: On what grounds would the NUSD disapprove a fundraising application?

A: All applications will be reviewed on a case by case basis. In general, the NUSD recognizes the importance of community fundraising in keeping our school programs strong, and wishes to encourage these efforts. However, individual fundraisers will not be approved if the planned event will possibly include activities or messages that are inappropriate for the educational mission of the school district, may violate existing laws or board policy, or may otherwise damage the reputation of the NUSD or its individual schools or clubs. The NUSD will also encourage event planners to work to maximize the efficiency of fundraising efforts, and minimize the conflicts with other student or parent events.

Q: Can we use the school for fundraising events/activities?

A: This will be reviewed on a case by case basis. You must obtain the Facilities Use Permit and file it with the NUSD Facilities Coordinator. You may obtain the packet from the site principal or assistant principal at any NUSD school, or download it from our web site at www.nusd.org. Any question regarding this process may be directed to the Facilities Department at 415-892-8103. The NUSD website also contains information about the Use of School Facilities Policy, Facility Fees, and an explanation of the priorities for facility rental. Note that if you plan to use an NUSD facility for your fundraising event, you will be required to show proof of liability insurance of at least \$1,000,000. A copy of this permit and documentation must be on file with the NUSD before your fundraising application can be approved.

Q: How soon can I hold the fundraising activity/event?

A: Processing an application takes approximately 2-3 weeks after the application is received in the Superintendent's office. *Please allow for this processing period when you submit your application.*

Q: Can we distribute a flyer within the NUSD, school or department to announce the activity/event?

A: This will be reviewed on a case by case basis. To distribute a flyer at a single school site, you must obtain permission of the site principal. For distribution to more than one school, all flyers must first be approved by the Office of the Superintendent. To obtain permission, please contact the office of the Superintendent.

Q: We are planning an auction event that includes service of alcoholic beverages and/or sale of baskets that include alcoholic beverages. What are the rules we must follow?

A: NUSD policy does not allow sale or service of alcoholic beverages on any NUSD property. There are no exceptions to this rule. If you are conducting an event outside of NUSD facilities, you may be permitted to serve and/or sell alcoholic beverages under some limited circumstances. The event must not in any way promote excessive consumption or unsafe behavior. Please keep in mind that the California State Department of Alcoholic Beverage Control (ABC) requires a permit to serve or sell any alcoholic beverage even if it is a single bottle of wine packaged together in an auction basket with other gourmet items. You should consult the ABC rules, and obtain any necessary permits well in advance of your planned event. More information is available on the ABC website www.abc.ca.gov or by contacting the Santa Rosa field office at (707) 576-2165.

Q: We are planning to hold a drawing for a prize as part of our fundraiser. Does that raise any special issues?

A: Under California law, all games of chance are illegal unless: 1) the sponsoring organization is a certified charitable organization; and 2) the organization has filed an appropriate registration with the California Attorney General's office. The Attorney General's office has advised that all drawings for prizes, raffles, 50/50 drawings, Bingo games, and casino nights are included as "games of chance" under their rules. For more information visit <http://ag.ca.gov/charities.php>.

Q: Whom do I contact if I have additional questions?

A: Contact the site principal at the school in which you will be holding the fundraising activity/event or you may contact the Office of the Superintendent at 415-897-4211.