**Donation Solicitation Request Form**

 All persons and organizations who wish to represent that they are soliciting funds on behalf of the District through any means, including but not limited to through online Crowdfunding, or other similar website must complete this form and obtain District approval prior to posting or otherwise representing that the solicitation is for the benefit of the District.

Those persons soliciting funds shall comply with District guidelines and are encouraged to review, among others, Bristol Township School District Policy 702, prior to soliciting such funds and comply with the applicable guidelines. Employees should be aware of their obligations under Policy 322 before proceeding to solicit donations for use within the District.

This form and all attachments should be completed and submitted to the Superintendent’s Office. Please note that for the purposes of this form, “in-kind donations” are donations of goods for use by District students or staff. This form will not be reviewed unless all information requested is provided.

This form must be completed for all new solicitations as well as for changes to current solicitations. The district reserves all rights to grant final approval of or refuse to approve this request.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Relationship to District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For district employees only) School/Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School(s) for which you are soliciting funds/donations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donations sought (please check all applicable):

\_\_\_\_ Funding (monetary donations) Target amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ In-kind donations Description of goods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: All donations must comply with applicable district policies. For example, in-kind donations of food items must comply with the district wellness policy and nutritional guidelines.*

Website/forum in which you intend to solicit donations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain how website receives, reports and submits donations raised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of purpose for soliciting funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please attach the statement that you propose to use/post to request donations. *Descriptions which identify or describe students, including but not limited to disabilities, aptitude, or other identifying characteristics, are prohibited and may violate FERPA and other applicable laws.*

Will you be posting pictures with your solicitation request? \_\_\_\_ Yes \_\_\_\_ No

If you intend to post pictures with your solicitation, please attach them to this form. *Please be advised that solicitations may not include pictures of district students, other than the requestor’s own children, or of classrooms or facilities in the district, other than pictures of the outside of school buildings.*

Expected end date of fundraising campaign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*It is the requestor’s obligation to advise the District when the campaign has ended and to report the donations raised. If campaign is ongoing, the requestor should provide the District with an update every \_\_\_\_\_\_\_\_\_\_ months or upon request by the Superintendent or designee.*

How will you ensure that the district receives funds and/or goods donated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Requesters may not post solicitations for donations until they have obtained final approval from the district. Should you wish to change any information in your proposed solicitation or in your proposed change to a current solicitation, please notify the Superintendent’s Office.

Requesters who do not obtain final approval from the district may not represent that they are soliciting donations on behalf of the district and must clearly communicate to potential donors that the fundraising activity is not sanctioned or endorsed by the district and that donations will be considered to be made to the Requester personally unless or until the donation is approved and accepted by the administration and School Board.

**(For District Administration Use Only)**

Request form complete: □ Yes □ No Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval: □ Granted □ Denied

Reason(s) for denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Condition(s) imposed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other relevant information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Approving District Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes/Updates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising campaign actual end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donations received, as reported by requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter to School Board to accept donation received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donations conveyed to the district: □ Yes □ No

 Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consideration/Action by School Board: □ Accepted □ Rejected

 Date of voting meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_