

Student Organization Fundraising

All fundraisers in the name of any Newtown High School organization must be approved in advance by the high school administration (BOE Policy 7-601). This includes, but is not limited to on and off campus activities.

All sports fundraising activities need to be signed off (below) by the coach. Fundraising is not permitted in the classrooms, hallways, or at the desk/workspace of a faculty or staff member. To avoid run over and duplication of efforts, all fundraising activities must be approved through the Assistant Principal's office. The adult supervisor must present an accurate account of all fundraising activity and turn over all money collected to the Bookkeeper in the Main Office. This must be done in a timely manner following the activity. Failure to comply could result loss of privilege. Fundraising applications must be submitted a minimum of five school days before the start of the project. This procedure does not apply to curriculum related activities such as Greenery flower sales or School Store activities. Be sure to review CT food legislation before planning the sale of food and/or beverages. Also, if necessary, organizations must comply with state of CT Division of Special Revenue regulations for operation of raffles and bazaars.

Fundraising Application Form

NHS Student Organization: _____

Name of Coach/Club Advisor: _____

Signature of Coach/Club Advisor: _____

Adult Supervising Project: _____

Contact Phone: _____ Contact Email: _____

Date of Fundraising Project: (Begin) ____/____/____ (End) ____/____/____

Account Name and Number for Deposit: _____

Location(s) of Project: _____

Summary of Project: _____

Funds allocated to begin project: \$ _____

Total Dollar amount raised at completed date of project: \$ _____

Below portion to be completed by office administrator

Approved _____ Denied _____

Comments _____

Date: ____/____/____ Signature: _____

Note: Fundraiser may not proceed until approved by NHS Administration.