



**SAN DIEGO UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF FUNDRAISING ACTIVITY
BY A NONDISTRICT ORGANIZATION (No School Proceeds)
(Administrative Procedure 9326)**

To be completed by organization:

Name of Organization: _____

Address: _____ Phone: _____

Organization Contact: _____

Address: _____ Phone: _____

Purpose of Activity: _____

Description of Activity: _____ Date: _____ Time: _____

The signature of the organization’s representative below confirms compliance with the following criteria as established in Administrative Procedure 9326:

- Organization is nonpartisan.
- Organization is charitable as defined by Internal Revenue Code Section 501(C)(3).
- Purpose of the activity is nonpartisan and charitable.
- Organization has reviewed Administrative Procedure 9326 and will conduct activity in compliance with the procedure.

Signature of Organization Representative: _____ Title: _____ Date: _____

To be completed by principal:

Name of school: _____

The principal agrees to:

- Notify parents of the specific fundraising groups (memberships, purpose and goals).
- Notify parents well in advance that school will be planning a fundraising event and provide all details of the event.
- Notify parents of their right to “opt” their child out of participating in any fundraising event.
- Notify Area Superintendent of all fundraising events for the school year.
- Provide a signed copy of this form to the requesting organization or individual.
- Maintain official file at the school site for at least one school year, which includes parent notification, a copy of the signed approval form, and any other related documents.
- Ensure any fundraising activity during instructional time has instructional value.

Signature of Principal: _____ Date: _____