

**SAN DIEGO UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF FUNDRAISING ACTIVITY
BY A NONDISTRICT ORGANIZATION
(Administrative Procedure 9325)**

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 9325:

- 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 9325 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.

This fundraising activity is not being conducted during instructional time (e.g., jogathons during physical education and readathons during literacy period).

Signature of Principal: _____ Date: _____