

FUND-RAISER SPECIAL SALE APPLICATION

East Rutherford Public Schools

School _____

Date of Application _____

(Must be thirty (30) days prior to event)

SPECIAL NOTE: Board of Education policy strictly prohibits the use of incentive programs or door-to-door sales by students for fund-raisers.

Group Sponsoring Event _____

Person In Charge _____

Phone # _____

1. Name of Event _____

2. Date(s) of Event _____

3. Brief Description _____

4. Please attach a copy of all communications to be used or distributed for event.

5. a. Have you applied to use school facilities: ☐ YES ☐ NO

b. School facilities needed: _____

6. Funds will be deposited in (check one): ☐ School Account

☐ Non-School Organization Account

VENDOR INFORMATION

7. Vendor's Name Not Applicable _____

8. Vendor's Address Not Applicable _____

9. Vendor's Phone # Not Applicable _____

10. Copy of Vendor's Certificate of Insurance Attached? ☐ YES ☐ NO ☐ N/A

(ONLY SCHOOL GROUPS MUST FILL OUT #11 a. & b.)

11. a. Reason for having this event? _____

b. Percent of profit to school account? (40% minimum) _____%

Principal's Approval ☐ YES ☐ NO Signature: _____

Superintendent's Approval ☐ YES ☐ NO Signature: _____

Comments: _____

The Superintendent's approval of a fund raising application neither constitutes nor implies that the Board of education or any of its employees/designee has determined the vendor to be reputable. The Superintendent's approval of a fund raising application neither constitutes *nor implies* that the Board of education or any of its employees/designees reviewed, approved or otherwise recommends acceptance of any contractual agreements between vendors and fund raiser sponsors.

C: School Business Administrator & East Rutherford Board Of Education Members