



**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.
- Ensure any fundraising activity during instructional time has instructional value.

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_