

**APPLICATION FORM AND AGREEMENT FOR CONDUCTING
SOLICITATIONS/CAMPAIGNS IN THE SCHOOLS**

1. Request on behalf of _____

(Official Name, Address, and Phone Number of Organization)
2. Purpose of request _____

3. What will be solicited? (money, goods, etc.) _____

4. From whom will the solicitations be made? (grade levels) _____

5. How will the proceeds from the campaign be used and distributed? Who will benefit?

6. Solicitation/campaign dates _____
(Include beginning and ending dates)
7. By what percentage (if know) will the proceeds be distributed?
Local _____ State _____ National _____
8. What percentage of the funds for this organization is allocated for administration overhead?
Local _____ State _____ National _____
9. Person responsible for conducting the campaign. (Include address and home telephone number).

(Name) (Title or Office Held)

(Address) (Phone)

Agreement:

The undersigned agrees to abide by the regulations set fourth by the Board of School Directors as they pertain to conducting solicitations/campaigns in the schools, and further agrees to provide a notarized statement to the Board of School directors at the conclusion of the project indicating the value of goods or monies collected. Failure to comply with this Agreement will result in the forfeiture of the privilege of conducting solicitations/campaigns in the schools. (See reverse side for regulations.)

- _____
(Signature) (Date)
10. Approved: _____
(Central Office Administrator) (Date)

Permission to disseminate non-school materials does not imply approval of its contents by the school, district, administration or Board, or the administrator reviewing the materials submitted.

Procedure for Requests

Requests to disseminate non-school materials will be governed by the following procedures:

1. Anyone requesting to disseminate non-school material must first submit for approval a written request to the Chief Operations Officer at least five (5) school days in advance of the dissemination time, by completing the MCSD solicitation form. The request shall include a copy of the material to be disseminated.
2. Within three (3) school days after receiving the request, the Chief Operations Officer will render a decision and inform the requester of the decision.
3. If the Chief Operations Officer denies the request, the Chief Operations Officer will inform the requester of the reasons for the denial.
4. At every level of the process, the person submitting the request will have the right to appear and present the reasons, supported by relevant material, as to why the dissemination of the material is appropriate.
5. Time/Place/Manner of dissemination will be determined by the Chief Operations Officer.

Materials approved to be disseminated may be required to display the appropriate district disclaimer, as directed by the Chief Operations Officer or designee.

DISCLAIMER: THE MIFFLIN COUNTY SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Dissemination of non-school materials in violation of Board policy or administrative regulations may be halted by the Chief Operations Officer. When necessary, the Chief Operations Officer may instruct violators to leave school premises, and may contact local law enforcement officials.