

# Cumberland School Department

2602 Mendon Road  
Cumberland, RI 02864

(401) 658-1600

[www.cumberlandschools.org](http://www.cumberlandschools.org)

For office use only:	Permit # _____
This application is ___ Approved	This application is ___ Not Approved
Superintendent/Designee Signature: _____	Date: _____
Comments (optional): _____	

## APPLICATION FOR FUNDRAISING ACTIVITY/EVENT

### **STEP 1 of 8: Contact Information (please print)**

Group/Individual Requesting Approval for Fundraising Activity/Event:

School Affiliation: \_\_\_\_\_

Chief Officer/Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### **STEP 2 of 8: Activity/Event Description**

Date(s) of Fundraiser: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Please describe type of fundraising activity/event in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check all that apply:

- \_\_\_\_ This fundraising activity/event supports the organizational goals for the requesting group;  
\_\_\_\_ This fundraising activity/event demonstrates educational value for the instructional program;  
\_\_\_\_ This fundraising activity/event engages students in appropriate, school-authorized service-learning.

Please respond to the following:

1. Is student participation voluntary? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Will fundraising activities/event take place during the instructional day? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Will prizes or incentives be awarded? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **STEP 3 of 8: Approval for Flyer Distribution for this Activity/Event**

Would you like to distribute a flyer within the school district for this activity/event? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If YES**, please complete the attached Application for Flyer Distribution Form and include the flyer and form with this request.

### **STEP 4 of 8: Special Permit for Games of Chance (Raffle)**

Will this fundraising activity/event include games of chance (raffle)? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If YES**, please refer to <http://risp.ri.gov/documents/CGU/RaffleApplication.pdf> for the R.I. State Police Rules and Regulations Governing Games of Chance (Raffles) to apply for a games of chance permit.

**The permit must be included with your application.**

FORM IS CONTINUED ON THE OTHER SIDE. PLEASE TURN THE PAGE OVER.



**STEP 5 of 8: Additional Documentation**

The following documents are included with this application: *(please check all that apply)*

- Fundraising Activity/Event Materials
- Application for Flyer Distribution Form
- Flyer for Activity/Event
- Games of Chance Permit

**STEP 6 of 8: Requestor Signature**

I have read and understand the Cumberland School Department Guidelines for Fundraising. This event complies with State laws and the School Committee policies to the best of my knowledge.

The sponsoring organization shall hold the Cumberland School Department free and without harm for any loss or damage liability or expense that may arise during or be caused in any way by such permission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Officer/School Organization

**STEP 7 of 8: Review of Application by Building Principal**

*Prior to submitting this application to the Office of the Superintendent, approval must be granted by the building principal/designee.*

I have reviewed this Application for Fundraising Activity/Event.

This application is \_\_\_ Approved      This application is \_\_\_ Not Approved

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

**STEP 8 of 8: Mail Complete Packet to:**

Cumberland School Department  
Office of the Superintendent  
2602 Mendon Road  
Cumberland, RI 02864

*Please note:* Please allow 2-3 weeks for processing. The requestor will receive a copy of this application after it is fully approved by the Office of the Superintendent. Any changes must be submitted in writing and will affect process time.

<p>Date Stamp Received by Superintendent’s Office:</p>
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Revised Form: 10/16/2018

The Cumberland School Department does not discriminate on the basis of age, gender, gender expression, race, religion, national origin, color or disability in accordance with applicable laws and regulations.