

MHS Fundraising Form

Absolutely no fundraising activity may begin without the approval of the Superintendent of schools.

In order to allow enough time to complete this process, you should start completing these forms as far ahead of time as possible with submission to the Principal no later than two full weeks in advance of any activity related to the fundraiser.

Process (Must Be Followed In This Order):

- Step 1: Review Page 3 if your fundraiser will involve use of food**
- Step 2: Complete District Form #7450 F (Page 1)**
- Step 3: Complete Section A on Page 2**
- Step 4: Obtain all required signatures in Section B on Page 2**
- Step 5: Obtain required signature in Section C on Page 2**
- Step 6: Submit to Principal's Office for consideration at least 2 weeks prior to beginning activity on this fundraiser.**
- Step 7: You may begin this fundraiser only when and if you have received a copy of the completed form indicating approval has been given by the Superintendent.**
(Absolutely no purchase of materials, signing of contracts, advertising, etc., may be conducted until you have such approval.)

**PITTSFORD CENTRAL SCHOOLS
Fund Raising Application**

Organization/Group Name: _____

Contact Person: _____ Telephone: _____

Address: _____

Purpose of Fund Raiser: _____

Date(s) of Fund Raiser: _____

Method of raising funds:

- What product or service is being sold?

- Anticipated consumer market?

- How will the activity be conducted, i.e. sweatshirt sale, car wash, sporting event, etc.?

Anticipated dollar need: \$ _____

Principal/Athletic Director _____ Approved: _____

Denied: _____

Superintendent: Approved: _____

Denied: _____

**Part II
Pittsford Mendon High School
Processing Form**

Section A: Additional Information

Fundraising Activity: _____

Approved Student Organization Sponsoring the Fundraiser:

Expected Revenue from This Specific Activity:

How many chaperones will be at this event? _____

Section B: Required MHS Signatures

The following signatures are required in order to consider this request: (These signatures verify that the following parties have reviewed the plan and are ready to support the activity.)

Club Advisor's Signature: _____

Fundraising Activity Advisor's Signature: _____
(Signature required if the adult advising the fundraising activity is different from the Club Advisor; otherwise mark this as "N/A".)

The following signatures are required if your proposed activity involves food. (You must speak with Mr. Burgos or Mrs. Hefner before submitting fundraising request to Mrs. Waterbury):

Food Service Coordinator (Mr. Burgos) Signature: _____

Mrs. Hefner's Signature (For Chicken Barbeques): _____

Section C: Activities Advisor Approval

Activities Advisor Signature: _____

See next page for rules and regulations about fundraisers involving food

**SUBMIT COMPLETE FORMS TO THE PRINCIPAL'S OFFICE
AT LEAST TWO WEEKS IN ADVANCE OF ANY ACTIVITY
RELATED TO THIS FUNDRAISER.**

Pittsford Central School District Guidelines
For Serving and Selling Food

Monroe County health inspector is actively enforcing training requirements in Public Health Law Section 225.

- 1. If food is sold to no more than a small group**
 - A. follow proper hygiene, food storage and prep guidelines
 - B. no permit required
 - C. no trained personnel needed
 - D. school is responsible

- 2. If food is sold to a large group**
 - A. Follow proper hygiene, food storage and prep guidelines

 - B. Not potentially hazardous food – commercially prepared and wrapped, popcorn, drinks, and cheese/pepperoni pizza from an approved source:
 - 1) can serve
 - 2) use gloves
 - 3) no permit required
 - 4) no trained personnel needed
 - 5) must discard food at end of event
 - 6) school is responsible

 - C. Potentially hazardous food – all other than listed above**
 - 1) Only can use school kitchen facilities if food service is contracted to provide the food.

 - 2) Need an L2 Certified supervisor and school staff member present when cooking food.

 - 3) Cooking on site, but not in kitchen and non-kitchen staff or parents are cooking:
 - a) Need a permit by event, game or season.
 - b) Need a L2 certified supervisor on premises when cooking.
 - c) Organization is responsible.

 - 4) Hire outside contractor to cook:
 - a) Must have a catering permit (not restaurant permit).
 - b) Need an L2 certified supervisor on premises when cooking.
 - c) Organization is responsible.

 - 4) If permits are not obtained, school is responsible.