

Watchung Hills Regional High School

On and Off- Campus Sales/ Solicitation Request Form

Please complete and return this form as well as the Proposed Plan For Raising and Spending Funds For Student Program Form to the ASC Advisor's, Ms. Maureen Kelly, mailbox located in the Main Office of the West Wing at least two weeks prior of the sale or solicitation. Unfortunately, the date chosen for a sale or solicitation cannot be guaranteed until an email conformation is received by you and your advisor. Please note you **may not reserve** a year worth of sales. Each event **must** be entered on its own individual form. Please write legibly or it may delay the process. Any questions please email: mkelly@whrhs.org.

ORGANIZATION AND SALE/ SOLICITATION INFORMATION

1. Sponsoring Organization:
2. Your Name: Your Email:
3. Advisor Name: Advisor Email:
4. Description of sale/ solicitation/ fundraiser: (Please refrain from selling any foods containing peanut butter.)
5. Name of Vendor (if applicable):
6. Dates of Sale:
7. Location of Sale:
8. Begin Time:
9. End Time:

CERTIFICATION STATEMENT

I have read and understand the polices and procedures that govern campus sales, fundraisers, and solicitation according to The Watchung Hills Regional High School Handbook.

Signature:	Date:
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FOR OFFICE USE ONLY

Approved By Ms. Maureen Kelly: Date:
Approved By Mr. Nick Serritella: Date:
Confirmation Sent On:

Once approved your advisor must enter event into the 'School Dude' Program or file the appropriate Buildings and Grounds Form from Mrs. Eva Kelly.