

All students/staff members who are soliciting money/items from businesses/industries must have in their possession an authorized solicitation request for signed by the building principal. This form must be given to each contributor.

Bloomer Public Schools
Authorized Solicitation Request

Date _____

Name _____

We are soliciting _____ Money
_____ Items – Describe _____

Reason for needing money / items _____

When will the money be spent? _____

Items used? _____

How will contributors be recognized? _____

Group Advisor (if applicable) _____
(signature)

I agree to follow the Bloomer Public Schools guidelines for solicitations

(signature)

Date _____ _____ Principal
(signature – request approved)

Date _____ _____ Principal
(signature – request not approved)

We would appreciate checks rather than cash!

Approved by the board – March 15, 1993

The person in charge of a fundraiser is responsible for giving this checklist to each participant involved in soliciting money/items from businesses/industries.

SOLICITATION GUIDELINES

Checklist

1. _____ Complete a school district solicitation request and have it signed by the principal. Give a copy to the building secretary.
2. _____ Find out who the contact person (person authorized to give donations) is for businesses/industries you plan to contact
3. _____ Contact the business/industries by phone or letter before approaching them in person.
Include: (sample letter attached)
 - tell who you are
 - explain what you are asking for/why
 - be tactful and complimentary
4. _____ You may contact the business/industry by letter only. When approaching the contact people (in person) following your phone call or letter:
 - practice what you will say before going
 - tell who you are and why you are there
 - summarize your request
 - be tactful and complimentary
5. _____ Give the business/industry a written receipt
6. _____ Always thank the business/industry for their donation. A letter or a certificate of thanks is necessary. (If a large donation is made, arrange for immediate recognition. Example: picture in paper)
7. _____ Complete a school district solicitation summary report and give a copy to the principal and building secretary.

Try to support the business, if possible! If you need items for your club, class, etc. please buy them in Bloomer. Bloomer businesses and industries are supporting our school activities. Let's support them!

Solicitation guidelines and request for will be disseminated and explained at faculty meetings in 1993.

SOLICITATION SUMMARY REPORT

Group soliciting _____

Person completing this form _____
(Signature)

How were contributors recognized?

Names of businesses/industries contributing	Amount/items dated
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This summary must be returned to your principal and building secretary.