



Resource Development Application Form

Resource Development is Governed by Board Policy, Article V.C.8.

This form is required for resource development activities that are not fundraisers or donations.

For fundraisers, please use the *School-Sponsored Fundraising Application Form*.

For donations, please use the *Donation/Contribution/Sponsorship/Volunteer Form*.

Proposed Resource Development Activity (to be filled out by supervising/responsible party):

1. School: _____ Application Date: _____
2. School or District Employee Supervising Activity:
 Name: _____ Position: _____
3. School-Wide Activity
 Team, Club, Class, or Program Activity Name of Group: _____
 Required Group - Is this activity included on the group budget worksheet (spend plan)? Yes No
 Optional Group
 Credit Toward Individual Fees
4. What Will Be Sold: _____
5. Where (Location): _____
6. When:
 Start date: _____ End date: _____
7. Does the activity involve an agreement with a third party or outside entity? Yes No
(i.e. working at concession stands, business partnership, passive income program, etc.)
 If yes, name of third party or outside entity? _____
8. Does the activity involve sales of items that require sales tax to be collected and remitted? Yes No
In general, all sales of merchandise, food, and other items by schools are taxable.
 If yes, please ensure that the funds are specifically identified as taxable when turned in to the central office.
9. Administrative support needed (mark all that apply):
 Cash box/change fund required... Amount: _____ Will involve collection of money after 3:00 p.m.
 Other (please describe) _____
10. Will you ensure that any individual receiving cash is trained as a substitute cashier? Yes No
11. Other applicable details or considerations for the activity:

Signature of supervising/responsible party named above

Date

Fiscal Administrator's Decision:

Fiscal Administrators should ensure all applicable Board Policies contained in Board Policy, Article V.C.8. are considered prior to approving the activity, including the competitive food policy (Utah Admin Code R-277-719-5). A total of three fundraisers or resource development activities that do not meet competitive food standards may be held per school year at each school. Each of these activities may not last more than five consecutive days.

- Approved Not Approved

Fiscal Administrator's Signature

Date

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Page 1 *Fill out, sign, and turn in to the Bookkeeper/Financial Secretary. The application will be forwarded to the Principal. Approval must be received prior to beginning any resource development activity.*

Post Approval Distribution: Original to Bookkeeper/Financial Secretary Copy to Supervising/Responsible Party Copy to Team, Club, Class, Program (if applicable)