

# FUND RAISING GUIDELINES & PERMISSION FORM

Fund raising activities for the Sam Rayburn Orchestra Department extend the resources of the orchestra and benefit all students. However, there are responsibilities which must be assumed by both the orchestra member and parent:

- Following all guidelines during the sales campaign
- Accepting the responsibility for something of monetary value

Any student who wishes to participate in fund raising will voluntarily assume the responsibility for:

- Taking orders for merchandise
- Turning in an order form on time, filled out correctly
- Picking up and checking the order
- Delivering the merchandise and collecting payment for it as instructed
- Turning in money collected by the specified deadline (**checks must be from Orchestra Parents only**)

Students/parents are responsible for checking the condition of the merchandise and verifying that the order is complete **before** taking the merchandise home. Once the student/parent has accepted responsibility for the merchandise, the following applies:

- Damaged merchandise cannot be returned for credit (unless it is turned in at the time of check-out)
- Credit for returned merchandise (in good condition) can only be given if it is returned by the announced deadline
- Items lost or stolen are still the student/parent financial responsibility

Once the merchandise is accepted, the responsibility to turn in payment in full (or payment plus undamaged returns within the deadline) begins. This must be done in order for the student to remain in good standing in this organization.

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\_\_\_\_\_ voluntarily assumes the responsibilities for fund raising in order to more fully participate in the activities of the orchestra. We are aware of the rules and financial obligations of this activity.

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Student Signature

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Parent/Guardian Signature

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Date