

Approval Form — Solicitation and Sales

Administrative Regulation 4137 requires written permission from the superintendent's office prior to any selling of articles or soliciting of funds in the community in the name of the North Penn School District or its member organizations. The same regulation requires prior approval of the building principal before any articles of any kind are offered for sale to students or the public school on school grounds. (This form may be used for approval at the building level and district level.)

Applications must be processed *and approved* prior to date any materials are ordered, publicity begun or public announcements made.

Date of Request	Description of Sales (Solicitation)																		
School	Length of Time of Sales; i.e. 1 day, 1 month																		
Student Group and/or Sponsoring Organization	Signature – Faculty Sponsor																		
Describe the project proposed in brief:	Signature – Responsible Student																		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Approval – Principal</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Comments _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Approval – Director of Elementary Ed. OR Director of Secondary Ed.</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Comments _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Approval – Assistant Superintendent</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Comments _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> </td> </tr> </table>	Approval – Principal	Date	Comments _____				Approval – Director of Elementary Ed. OR Director of Secondary Ed.	Date	Comments _____				Approval – Assistant Superintendent	Date	Comments _____			
Approval – Principal		Date																	
Comments _____																			
Approval – Director of Elementary Ed. OR Director of Secondary Ed.		Date																	
Comments _____																			
Approval – Assistant Superintendent	Date																		
Comments _____																			
Describe the reason for the project:																			
Describe the goal in total dollars and/or anticipated "profit":																			

Please distribute a copy of this form to both the building principal and the Office of School and Community Services at the ESC.