



Office Use Only

Approved

Denied

Application Fee Received Y / N

UDCP Permit Received Y / N

Business License Received Y / N

BBB Rating _____

Background Checks Cleared _____

Disclosures: Fee structure Y / N

Security procedures Y / N

Accounting process Y / N

Expiration Date: _____

Online Fundraising Application

Thank you for applying to be a fundraiser with the Canyons School District. Please fill out the entire application and sign at the end.

A. Company/Vendor Name: _____

Chief Executive Officer: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

Web Address: _____

Please indicate whether this is an application for an initial or renewal registration

Initial Application

Renewal Application

Type of Organization/Doing Business As: _____

Individual Partnership Proprietorship Corporation Joint Venture Other

Company Representative Name: _____ **Email Address:** _____

Street: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Facsimile: _____

B. Program

Describe Fundraiser being offered: _____

Associated product costs: _____

Discount terms: _____

Minimum order requirement (if any): _____

Guarantees/Service Policy/ Return policies (if applicable): _____

Back Order Policy (if applicable): _____

Briefly state the proposed management, advice, counsel, or preparation of materials in respect to the solicitation of the program:

Commission

Describe in detail below or by attachment the commissions offered.

C. References

Provide a minimum of five (3) references where the proposed fund-raising program has been successful. Vendor must provide contact names and telephone numbers.

Organization	Contact Name	Telephone Number
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1.

2.

3.

D. Additional Information

- Non-refundable \$50.00 application fee included, payable to Canyons Education Foundation
- Copy of your current business license
- Photocopy of fundraising permit with the Utah Division of Consumer Protection (UDCP)
- Marketing brochures, program information and documents related to the proposed fundraiser program
- Copy of the parent permission slip, which includes the intent to take/use any team, individual, or group photo and any personally identifiable information; The Canyons District media release does not cover students participating in online fundraising
- Background Checks submitted on all vendor representatives who enter our schools and/or interact with the students; visit <https://volunteer.canyonsdistrict.org/volunteer/> to fill out a brief form, and allow up to a week for processing
- Send names of all individuals completing background checks to donate@canyonsdistrict.org
- If your company requires a written contract, the contract must be submitted with application as part of the review process
- Disclosure of online security procedures for student information (no return emails to students' personal email accounts allowed)
- Only team goals/totals can be shared; no posting of student/individual fundraising goals/totals
- Disclosure of the fee structure and details about different levels of service (if applicable)
- Disclosure of how the accounting process happens at the school level
 - Does your system tie into the RevTrak system? (not required, but preferable)
 - How does the school/team receive the funds?
 - What is required of the school finance secretary/principal/coach/team sponsor?

E. By signing this application, vendor consultant/representative:

- Affirms that this application is complete and not misleading; and
- Acknowledges that contacting schools, administration, or district personnel will not commence until the organization/vendor representative has received a letter confirming approval status.

Applicant Signature: _____ Title: _____ Date: _____