Dear Parent/Guardian:

The __________________________ Club/Team is planning to sell __________________________ as a fundraiser to support activities. Certain guidelines are necessary and I ask that you read this carefully and review it with your student before the sale begins.

1. Your student will have total responsibility for the product. If it is lost or stolen, he or she will be obligated to pay that amount.

2. Merchandise should never be left in lockers or unattended in classrooms.

3. It is not necessary for a student to carry boxes of merchandise with them during the school day. It is suggested that students pick up the product from the advisor toward the end of the school day.

4. It is also recommended that the student carefully count all merchandise that is checked out to them prior to signing for the product.

5. Full credit may be given to the student for any unopened merchandise returned by completion of the sale (this may vary depending on the nature of the sale).

6. Either merchandise checked out to the student or the appropriate amount of money must be returned by the end of the sale.

7. Money collected should be turned in exactly as collected. Please do not deposit to a personal account and write a check for the total amount.

Sincerely,

Club Advisor

I have read the above sale guidelines and agree to allow my student to participate in the fundraiser.

(Parent Signature)  (Student Signature)  (Date)

(Parent Printed)  (Student Printed)  (Date)