

STUDENT FUNDRAISING

Fundraising Approval Form

The Board prefers that the school district financially support district-sponsored student activities, but in some cases it may be necessary for students to raise funds to help support these activities. Any fund-raising activity conducted or administered during the school day or during class time by school employees or students will be considered a district-sponsored fund-raising activity.

The Superintendent and principals will be directly responsible for all types of money-raising activities conducted in the school or sponsored in any manner by the district. All district-sponsored fund-raising activities must first be approved by the building principal and/or the superintendent or designee.

All funds collected from district-sponsored fund-raising will be held under the supervision of the superintendent and the building principals and deposited in district accounts for safekeeping, regardless of whether the funds are collected from student contributions, club dues, special events, or result from admissions to events or from other fund-raising activities. The district will manage the funds in accordance with good business practices, including sound budgetary and accounting procedures, and will be audited in the same manner as other district funds. The district shall keep a record of the sources and expenditures of all funds.

District personnel and students may not be utilized during the school day or during class time by booster clubs, parent groups, or other groups to raise funds that are not directly deposited with, administered and controlled by the district for the direct benefit of district-sponsored activities. However, these groups may make contributions to a district-sponsored activity or seek employee or student assistance in raising funds as long as this assistance does not occur during the school day or during instructional time. The district administrators and employees may also work in conjunction with these groups in fund-raising activities as long as the activity has been approved by the district.

Adopted: 05/08/2007

Cross Refs: ADF, District Wellness Program
DI, Fiscal Accounting and Reporting/Accounting System

Legal Regs: Equal Access Act, 20 U.S.C. §§ 4071, 4072

Name of Employee Supervising Fund-raising Activity: _____

Group or Activity: _____ Grade Levels Involved: _____

Dates of Fund-raising Activities: _____ Anticipated Profit: \$ _____

Explain how funds will be used: _____

Describe the fund-raising activity, including a description of items to be sold, who will be selling them, and the amount for which they will be sold. (Attach brochures or other information to this form if necessary):

List the main vendors involved, including address and contact information of representatives: _____

Describe up-front money or other necessary commitments of district resources: _____

Will students, staff or others be solicited on school property? If so, explain how and when:

List one staff member (other than yourself) who will be involved: _____

Will the district need to sign a contract? YES NO

If yes, attach the contract to this form for review and Board approval.

List any other information regarding the fund-raising activity: _____

Signature of Supervising Employee

Date

For Office Use Only

Date _____

APPROVED

DENIED

Approved with the following conditions or changes: _____

School Principal or Athletic Director/Activities Director

Assistant Superintendent or Superintendent
