



All Fundraisers must be approved in advance.

If you are planning a fundraiser, please submit the following form for approval.

Requester's Name: _____

Club/Organization/Team: _____

Fundraising Activity: Please include date, time, and nature of event. Please attach additional documentation if applicable.

Event: _____

Purpose: _____

Date(s): _____ Location: _____

Start Time: _____ End Time: _____

Fundraising Accounting MUST be submitted within 10 days of conclusion of fundraiser.

TO BE COMPLETED BY PRINCIPAL

APPROVED – Yes ___ No ___ APPROVAL NUMBER _____

Comments:

Signature _____ Date: _____

TO BE COMPLETED BY CENTRAL OFFICE

MEETS DISTRICT POLICY – Yes ___ No ___

REQUIRES BOE APPROVAL - Yes ___ No ___

Comments:

Signature _____ Date: _____



School-Sponsored Activities

School sponsored activities are those schoolwide or classwide (e.g. freshman class) fundraising programs that are directly related to and support a school activity. An example of such activities would include: magazine sales, school fairs and the like. The school principal is the primary person for approval of the fundraisers. If another fundraiser is requested beyond the three approved, the sponsor must receive approval in advance from the superintendent. The purpose for which the funds are to be put to use must be programmatic in nature and be directly related to the existing curriculum.

Specific guidelines include:

- There will be only **three schoolwide** sponsored fundraisers per year per school, and **one per class** per year per school.
- The funds raised by the fundraiser must be of benefit to current and/or future students of the school.
- While there may be recognition of extraordinary sales efforts, the emphasis must not be on sales volume alone.

School-Approved Activities

The school building principal may, at his/her discretion and in accordance with these guidelines, approve fundraising activities that benefit a school sponsored activity that is open to all students, but that may not include participation by all students. Examples include: sports teams, choir, band clubs and groups. The sponsor shall be the leader of the school sponsored activity. **Each group may have not more than three** approved fundraisers per year, unless approved by the principal.

- At the beginning of the school year, each group must submit to the building principal their fundraising approval request.
- The building principal will review these requests and work to schedule such requests periodically throughout the year.
- The principal will make every reasonable effort to limit the amount of overlap among fundraising activities to assure that individual students, families and townspeople are not exposed to a continuous series of school approved fundraising activities. *There will not be any school approved fundraising in addition to those approved at the beginning of the school year unless approved in advance by the principal and reviewed with the superintendent.*

Outside School Approved Activities

The school building principal may, at his/her discretion and in accordance with these guidelines, approve fundraising activities that benefit an organization that acts apart from the school system but is acting in support of the educational process. Examples of such include parent organizations, town service organizations and others. There is no obligation to participate in these fundraising activities nor



may school facilities and services, including the distribution of support materials be granted to outside school activities unless approved by the building principal.

FUNDRAISING ACCOUNTING FORM

To be submitted within 10 days of completion of fundraiser

APPROVAL NUMBER: _____

Requester's Name: _____

Club/Organization/Team: _____

Fundraising Activity: Please include date, time, and nature of event. Please attach additional documentation if applicable.

Event: _____

Purpose: _____

Date(s): _____ Location: _____

Start Time: _____ End Time: _____

<u>INCOME</u>	<u>EXPENSES</u>	<u>PROFIT</u>

BANK ACCOUNT DEPOSITED TO: _____

ACCOUNT: _____

Must be deposited to Student Activity Fund unless organization has their own Tax ID Number.

SIGNATURE: _____ DATE: _____



7/23/2018