

FUNDRAISING GUIDELINES

All school organizations that sponsor fundraising activities must follow the procedure listed below:

1. All school activities which require the soliciting and/or selling of merchandise, or activities such as read-a-thons, walk-a-thons, etc. must have prior written approval of the Board.
2. Every time a group conducts a specific fundraiser, 374 – Form, Application for Fundraising Activity, must be sent to the principal at least 45 days before the start of the event. If the activity meets the principal's requirements, the principal will place the request on the next board agenda for Board action; unless the specific fundraiser has already been approved by the Board (see #8).
3. After action is taken by the Board on the request, the advisor will receive notification of the Board's decision.
4. If the fundraiser was approved, the advisor may proceed as was described on the fundraiser application.
5. The Board will not approve more than two fundraisers for a club, group or activity per school year.
6. A club, group or activity may not solicit or sell items that are in direct competition with an existing fundraiser for another club, group or activity. For example, if one group does a cookie dough sale, the District would not approve for a second group to do a cookie dough sale.
7. An accurate recording of all receipts and disbursements must be submitted to the principal/designee within 30 days of the conclusion of the activity.
8. Once a specific fundraiser has been approved by the Board, the principal can approve the same activity for future years without approval from the Board. The advisor will submit the fundraiser application (Form 374) to the principal for approval and the principal will notify the Board in the monthly principal's report of any fundraisers that were approved by this process.

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