

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 of Education.
2. The first time a group conducts a specific fundraiser, 374 – Form, Application For Fundraising Activity, must be sent to the building principal at least 45 days before the start of the event. If the activity meets the principal's requirements, the building principal will place the request on the next board agenda for board action.
3. After the board takes action on the request, the advisor requesting approval 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. The board will not approve more than two fundraisers for a club, group or activity per school year.
5. 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.
6. An accurate recording of all receipts and disbursements must be submitted to the building principal within 30 days of the conclusion of the activity.
7. Once the above steps have been followed for a specific fundraiser, the building principal can approve the same activity for future years without approval from the board. The advisor will submit the fundraiser to the principal for approval and the building principal will notify the board in the monthly principal's report of any fundraisers that were approved by this process.

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