

FUND RAISING ACTIVITIES

Rationale: Fund raising activities are undertaken by school organizations in order to provide monies for activities which directly benefit the organization, its mission, and the school in general. In order that fund raising activities do not “over tax” the school and community, reasonable and equitable guidelines need to be established and enforced.

Guidelines:

- 1) Intentions for fund raising activities must be submitted to the principal or their designee at the beginning of the school year, exceptions made at the discretion of the principal.
- 2) Organizational sponsors will submit proposals to include: nature of fund raising activities, tentative time frame, duration of the activity, and procedures for canvassing the public.
- 3) All fund raising activities must be run through the activity account.
- 4) All monies must be secured in the office daily.
- 5) Record keeping procedures must be approved by the principal.
- 6) Return policy or procedures for payment in cases of unsuccessful campaigns will be approved prior to initiation of activity.
- 7) The Principal or delegate will give final approval of all activities in writing.
- 8) Approved fund raising programs will be mentioned in the parent communications.
- 9) Fees for events will be approved by the principal based on the nature & cost of the activity.
- 10) Administration and staff will encourage fund raising activities that are service-directed in nature.
- 11) All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually.

(Adopted: 5/05/75, 2/28/83)

(Revised: 6/03/2013, 1/09/17)

(Ref. 3500,5272)