

# FUNDRAISING

The procedures listed below are to be followed for all school sponsored fundraising activities including those sponsored by teachers, student groups, clubs, organizations, as well as the parent and booster groups who have their own tax identification number.

1. Prior to each fundraising activity, including crowdfunding, the sponsor must complete a *Request for Fundraising Activity* form (attached), which is available in the principal's office as well as linked to this administrative guideline. The form includes an acknowledgement of these procedures and Board policy - Student Fundraising. The completed form must be submitted to the building principal and Superintendent for approval. The sponsor of the fundraising event must be clearly identified in the advertising and promotion of the activity.
2. The use of separate non-district bank accounts is strictly prohibited except for a group with their own tax identification number and approval by the Superintendent.
3. No employees will be paid cash from funds collected to facilitate fundraising activities.
4. Records of fundraising activities (including receipts, invoices, etc) must be kept at the school for a period of three years.

## General Guidelines:

1. The *Request for Fundraising Activity* form must be completed and submitted to the building principal a minimum of two weeks prior to the fundraiser.
2. A commitment to a vendor must not be made until approval is granted.
3. Each fundraiser is limited to a two (2) week selling period and the specific time included on the request form.
4. Fundraising activities for voluntary school related field trips may accrue either as individual or group credits. These credits can be used to pay direct field trip expenses, but may not be dispersed as cash to individual students. Any exception to this rule must have written approval from the Superintendent.

Regardless of how worthy the purpose of the fundraising may be or how well the organization meets the criteria, the number of requests that may be approved in any given school year may need to be limited by the building principal.

## Accounting Procedures:

1. Members of the school staff are personally responsible for all products and any money handled during the fundraising activity:
  - a. Security arrangements for all products are to be made with an administrator. With assistance from the principal, it shall be mutually decided where fundraising products will be housed and locked in a secure place.

- b. Students should take orders prior to the actual delivery of products whenever possible. Students are limited to handling goods valued at no more than \$50.00 before additional products are released for distribution, unless accompanied by a parent or responsible adult.
- c. Monies collected from students must be turned over to the staff member in charge of the finances each day. Students that submit money must receive a receipt each time money is collected from them. This is recorded with the staff member collecting the money.
- d. Monies collected must be locked in the building safe until deposited with the district designated individual. It is recommended that all deposits are made within one week of the last day of collection.
- e. Under no circumstances is money to be kept in classrooms, taken from the building by staff or deposited in private accounts.
- f. Staff members or students are prohibited from opening private bank accounts for money generated from school activities or using the school's name for private activities or private fundraising.

**Fitzgerald Public Schools**  
**Request for Fundraising Activity**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Student Group Participating in Sales: \_\_\_\_\_

Sponsor: \_\_\_\_\_  
Name of Teacher, Student Group, Club, Parent or Booster Group

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_  
\_\_\_\_\_

Description of Activity: \_\_\_\_\_

Sales Dates: \_\_\_\_\_ through \_\_\_\_\_

Advancement of Funds (if any): \$ \_\_\_\_\_ Expected Profit: \$ \_\_\_\_\_

Names of Adult Sponsors Participating: \_\_\_\_\_

Name of Account for Deposits (include ASN#): \_\_\_\_\_

**Vendor Information:**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Phone #: \_\_\_\_\_ Payment Terms: \_\_\_\_\_

**Acknowledgement:**

I, \_\_\_\_\_, hereby acknowledge that I have reviewed the District's written fundraising administrative guidelines and policy set forth by the Board of Education.

Sponsor Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**Building Approval:**  Approved  Denied

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Superintendent Approval:**  Approved  Denied

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_