



Code: **DED-AR**
Revised/Reviewed: 10/24/06; 10/23/13
Orig. Code(s): DED-AR

Fund Raising by School-Related Groups

School: _____ Organization: _____

When will fundraising begin? _____ When will fundraising end? _____

Purpose of Fundraising (what will the funds be used for)? _____

What is the educational or co-curricular benefit to the school?

What fundraising activity(s) will occur?

How much money is to be raised? _____ How many students will be involved? _____

Is any student or staff release time from school being requested? Yes No

How much time? _____ When? _____

Who will supervise and take responsibility for the fundraising? _____

Who will keep records of receipts and payments of the funds? _____

Where will the money be deposited? _____

If insufficient funds are raised, what will happen to monies collected?

Signature of person requesting approval

Date

Signature of Principal

Date

Fund Raising Guidelines

Student fund raising and fund raising by school-related groups is governed by Board policies IGDF - Student Fund - Raising Activities and DED - Fund Raising by School-Related Groups. Below are excerpts from the Board policy that serve as guidelines in planning fund raising activities.

1. The principal must authorize all student fund raising activities.
2. Fund raising activities may include entertainment, sale of goods, contributions or services providing the following criteria are met:
 - a. Be age appropriate;
 - b. Be safe;
 - c. Observe health and sanitation regulations;
 - d. Be respectful of the donor, recipient and participants.
3. Major projects: Fund raising for specific expenditures for service materials, supplies, equipment, or capital improvement in excess of \$10,000.
4. Major projects, under recommendation of the principal, shall be submitted to the superintendent for approval.
5. Provision must be made in all project proposals for disposition of funds collected in case the project is canceled or substantially modified.
6. Provision must be made in all project proposals for the accountability of all funds received and expended.
7. The principal or designee shall use an accounting system that is consistent with district guidelines.