



Code: **IGDF-AR**
Revised/Reviewed: 10/24/06; 11/08/06; 5/28/14;
8/10/16
Orig. Code(s): IGDF-AR(1); IGDF-AR(2)

Student Fund-Raising Activity

Student Fund-Raising in Elementary School

1. Fund-raising activities will be limited.
2. Student participation will be voluntary.
3. Major fund-raising projects (\$10,000 or more) will be presented to the superintendent prior to September 20th.
4. Exceptions to the September 20th date may be made when the project could not be anticipated before the prescribed time for requests.
5. Provisions must be made in all project proposals for disposition of funds collected in case the project is canceled or substantially modified. Provisions may be:
 - a. Returning donations to donor(s); or
 - b. Designating an alternative activity for the funds.
6. All funds received and expended must follow established district accounting procedures.
7. An accounting of funds and all expenditures shall be forwarded to the superintendent and the business director.

Student Fund-Raising Activity Request and Verification

Please fill out all sections and return to the principal or designee 30 days prior to initiating the fund-raising activity.

Date:

| | |
|---|----------------------|
| Name of individual, group or activity making this fund-raising activity request: | |
| Reason for the fund raiser (please be specific): | |
| Description of fund raiser ¹ (i.e., what is the product, when will it be sold, where will it be sold, who will it be sold to, etc.): | |
| Start and end dates for the fund raiser: | Anticipated revenue: |

How many students will be involved? _____

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

Hours/Days _____ Dates _____

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 the monies collected? _____

If this is a joint fund raiser, write down the name(s) of the partner(s):

¹If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws. This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience. (ORS 336.423)

Signature of Individual

Signature - Representative of Organization

Approved – Date: _____

Not Approved – Date: _____

Reason for Denial: _____

Signature of Principal or Designee

Date

Signature of Superintendent

Date

Centennial School District

Student Fund-Raising Activity Verification Form

Date: _____

To Whom it May Concern:

The Centennial School District does hereby authorize:

(Name of Individual or Group Receiving Authorization)

to sell _____,
(Name of Product/Item for Sale)

for the purpose of raising funds for _____,
(Funds to be Used for)

from (dates) _____ to _____.

Signature of Person Authorizing Sales

Date

Signature of Fund-Raising Coordinator

Date

Any questions regarding this fund-raising activity should be directed to the person authorizing sales.