

Gresham-Barlow SD 10

Code: **IGDF-AR**
Adopted: 9/10/09
Readopted: 11/06/14

District Fund-Raising Activities

Requirements for All Fund-Raising Activities

All fund-raising activities, district level and school-based, must:

1. Be appropriate to the philosophy and goals of the district;
2. Show a need to fund designated programs/activities;
3. Support the approved program beyond the district budgeted funds;
4. Consideration given not to impact other fund-raising activities;
5. Indicate a timeline for raising funds;
6. Develop a criteria for disbursement of funds which is in accordance with federal and state laws including the Internal Revenue Code and state tax laws, policies and guidelines.

School-Based Fund-Raising For the Support of District Budgeted Programs and Activities

1. All school-sponsored groups (French Club, National Honor Society, Odyssey of the Mind, Chess Club, etc.) and school-related groups (PTC, Booster Club, band parents, etc.) will submit a proposal to fund-raise. Each proposal will be reviewed by the principal and/or designee and will include the following:
 - a. Description of activity;
 - b. Rationale for the fund-raising;
 - c. Date, time, location;
 - d. Person(s) collecting and receipting money;
 - e. How money will be used.
2. Proposals must be submitted to the principal and/or designee 30 days in advance of the fund-raiser.
3. Each principal and/or designee will be responsible for the following:
 - a. Coordinating all fund-raising activities within the school;
 - b. Establishing appropriate accounting controls pursuant to the business office Best Practices guide;
 - c. Ensuring a safe environment for students to conduct fund-raising activities.

4. All groups must have written permission from the principal or designee before any product is ordered or selling begins.
5. Principals may develop and disseminate individual school guidelines for fund-raising as necessary beyond these regulations.

STUDENT FUND-RAISING VERIFICATION FORM

Date: From _____ to _____

To: Whom It May Concern: _____

The Gresham-Barlow School District does hereby authorize:

(Name of Individual Receiving Authorization)

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

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

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

Signature of Person Authorizing Sales

Date

Print Name

Telephone

Signature of Fund-Raiser Coordinator

Date

Print Name

STUDENT FUND-RAISING ACTIVITY REQUEST

Please fill out all sections and return to the principal or designee 30 days in advance:

1. Name of group or activity making request:

2. Date of request: _____

3. Reason for fundraiser (please be specific): _____

4. Description of fundraiser(s): _____

Length of fundraiser(s) (dates of start/end): _____

Anticipated revenue each activity _____

5. If this is a joint fundraiser, write down name of partner(s):

Signature and title - first party

Signature and title - second party

Approved - Date _____

Not Approved - Date _____ Reason: _____

Signature of principal or designee:

Signature and Title

Date