

## Student Fund-Raising Activities

### Terms and Conditions

1. Four weeks before the scheduled fundraiser, all groups planning any event requiring fundraising for all or partial support shall submit to the principal or designee an Event and Fundraising Plan. The plan shall include:
  - a. The event or events scheduled, giving a detailed agenda;
  - b. What event or events were sponsored by the same group in the prior school year;
  - c. The amount of money raised in the prior school year, broken down by products or services sold;
  - d. Fundraising events descriptions shall include:
    - (1) The products to be sold;
    - (2) When the fundraiser is scheduled;
    - (3) The time frame for sale of each item or delivery of service;
    - (4) Whether a student is required or strongly encouraged to sell products or services in order to participate in an activity;
    - (5) How much of each product or service each student is expected to sell, per capita per student participating in the particular activity.
2. If the fundraiser is a contracted service between the group/club/school and a “for profit” company, the written plan as submitted to the principal or designee will then be submitted to the superintendent. The superintendent may, upon notice to the affected group, change, amend, modify or delete any part of the plan. All groups, clubs or schools will submit to the Board a report of the amount earned for each fundraiser held upon completion (see Board policy IGDF-AR(1) - Event and Fundraising Plan Form).
3. All disbursements from any Associated Student Body (ASB) account shall be by a purchase order previously signed by the advisor in charge of the group and the principal or designee. The purchase order shall be on a form supplied by the district. No disbursement from any fund shall be allowed without a validly executed purchase order as described above and the *North Santiam School District ASB Manual*.
4. Any ASB club or activity groups failing to comply with this policy may be subject to the following sanction:
  - a. Denial of the right to participate in any fundraising events for the year; or
  - b. Revocation of the group’s status to conduct any activity on behalf of the school.

5. In order to protect organizations and students involved in fundraising activities, the following guidelines are to be followed:
  - a. There will be no sales of any product at school other than before school, lunch time and after school.
  - b. All sales at school are to be in a centralized location and the sellers will be assigned by the group or its advisor.
  - c. All products must be picked up at the organization's storage area before selling and the remaining goods returned immediately afterwards to the same area.
  - d. No product or money is to be kept in student lockers.
  - e. The cash box is to be kept in the school safe when not being used. It is recommended that the organization lock the moneybox as well.
  
6. No funds may be deposited, even temporarily into personal or private accounts; all funds are to be routed through the ASB account.