

## **Student Fund-Raising Activity Request**

### **Considerations for Conducting Fundraising Activities**

In deciding upon the type of fundraising activity to be conducted, groups are encouraged to consider first those projects that have social, entertainment, and educational value. Projects that offer genuine service or entertainment value are much more acceptable than are projects where products or commodities are sold. Additional preferred activities include those that encourage group participation, such as bazaars, carnivals, meal functions, movies, dances or similar functions.

When it is determined by the principal and/or the fundraising council that all of the above activities are impractical or inappropriate, then door-to-door solicitations or sales involving outside firms may be considered, subject to the provisions below.

When possible, coordination and cooperation between levels of the schools fundraising programs and outside local fundraising programs will be encouraged in order to cut down on the number of fundraisers.

Private outside local groups will become accountable to the district if school funds, equipment, facilities, or reference to a particular school is used. All fundraising activities covered above would be in this category.

### **Private Fundraising Firms**

In making recommendations to the administration for fundraising activities involving outside fundraisers, the fundraising council should consider the following:

The recommendations and experiences of other schools or organizations, if available.

Evidence that the margin of profit for the firm is reasonable and that a reasonable return to the schools involved will be provided.

Terms of a sample contract.

Other criteria thought appropriate to affect the recommendation.

### **Special Consideration for Door-to Door Sales Activities**

Door-to-door sales campaigns for elementary students are strongly discouraged. However, where the principal deems it necessary, one such fundraising activity per school year may be held. Students may go door-to-door only in neighborhoods where they are known and only in pairs during daylight hours. Written identification indicating the activity being supported must be carried by each student.

Door-to-door sales programs are discouraged at the junior high and high school level. When held, they must be conducted only during daylight hours. No more than one sales program per organization or team may be held each year.

In sales programs at all levels, parental permission to participate must be obtained. Permission slips shall clearly state that no student should feel obligated to participate.

### **Fund Raising Requests**

Fundraising requests must be submitted on forms developed by the district. This document will include the reason for requested fundraiser, anticipated revenues, anticipated expenditures, length of the project, and a distribution formula in the event more than one organization is involved. A distribution formula will be stated on the request for fundraising document and will be signed by all parties concerned.

If a parent, teacher, coach or advisor does not meet the above dates, the project will not be approved.

Approval of a late fundraising request may be made if it is clear that the delay could not have been anticipated rather than the delay was as a result of poor planning or organization.

### **Fundraising Activities to Reinstate Programs**

The Board recognizes that some programs cut through budget reductions, are highly popular and that individuals, groups, or organizations will want to raise funds to reinstate them.

Individuals, groups, or organizations wishing to reinstate such programs must inform the district of their intent to do so in a timely manner and must follow all regulations as set forth in this policy.

Any program reinstated by an individual, group, or organization will be administered solely by the district personnel.

All funding necessary to reinstate must be completed prior to the starting day of the program. In the event sufficient money isn't raised, the schedule will be cancelled and not considered for reinstatement until the following year.

All funds received from fundraisers must be turned over to the district for budget and accounting purposes

Each program, sport, or activity must be taught, coached or advised by a district paid staff member. We want to have at least one person who is directly accountable to the district for reasons of safety and security. Non-paid volunteer advisors and coaches beyond the one position will be allowed.

All expenses for game management, transportation, and equipment will be the responsibility of those individuals, groups, or organizations desiring to reinstate the program. All regular district practices for transportation and officiating will be followed. Again, this requirement is for general liability purposes.

All sports programs sanctioned by the district will be under the rules and regulations of the district and the O.S.A.A. governing body of the state of Oregon.

Please fill out all sections and return to the principal or designee

1. Name of group or activity making request:

\_\_\_\_\_

2. Date of request: \_\_\_\_\_

3. Reason for fundraiser: Please be specific

4. Type of fundraiser(s) \_\_\_\_\_

Length of fundraiser(s) (dates of start/end) \_\_\_\_\_

Anticipated revenue each activity \_\_\_\_\_

5. If this a joint fundraiser? Write down name of partner(s):

\_\_\_\_\_

(Each party will receive the following proceeds from the fundraiser(s). Signatures required.)

\_\_\_\_\_ gets \_\_\_\_\_ percent

\_\_\_\_\_ gets \_\_\_\_\_ percent

\_\_\_\_\_  
Signature and title - first party

\_\_\_\_\_  
Signature and title - second party

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Principal or Designee's Response

Approved: \_\_\_\_\_

Approved with the following stipulations: \_\_\_\_\_

Not approved: \_\_\_\_\_ Reason \_\_\_\_\_

Signature \_\_\_\_\_