

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

1. All fund-raising projects involving students must be approved in advance by the principal or by the superintendent where appropriate. The written application form for fund-raising must be completed.
2. Use of district facilities where personal gain is involved. (Reverts to district building use policy.)
3. Fund-raising activities during the school year by any individual or group are subject to limitations by school authorities. Trips require superintendent approval.
4. All funds collected during fund-raising drives will be turned over to the building principal or designee for deposit in a student body account. All expenses incurred as a result of the fund-raising event will be submitted to the principal for payment by check.

In addition, each person involved in a fund-raising project will keep a set of records including:

- a. Total amount of funds raised during each project;
- b. All expenses incurred during each project (itemized);
- c. Total profit realized;
- d. How funds were expended;
- e. Year-end written documentation of unexpended funds.

A copy of these records will be submitted to the principal upon his/her request or not later than June 15 of each year.

5. When funds are collected from students, the person in charge shall record the student name, amount paid by student, items purchased, and shall maintain a record. When amounts exceeding \$25 are transferred from one party to another, it will be necessary for the parties responsible to indicate the amount of the transaction in writing and sign in each other's presence.
6. The criteria listed below will be followed by principals when considering a fund-raising activity:
  - a. Activities will be kept to a minimum, and only those activities that are educationally sound, worthy, and timely should be approved;
  - b. Activities shall supplement and not excessively interfere with the regular school program;
  - c. Activities must not place an undue burden upon the students, staff, parents, or the school;
  - d. Activities within a given school will be coordinated by the principal;
  - e. Activities shall not require students or staff members to purchase materials to participate;
  - f. Activities will be used to support only programs approved by appropriate district staff;
  - g. Activities shall not be used to promote private interests or causes that have not gained general approval as being appropriate to the public welfare;

- h. Activities will not require the participation of students, and academic grades will not be affected by participation or lack of participation in those activities;
- i. Activities related to charitable fund drives must meet Title IX regulations and all provisions of equal educational opportunities;
- j. Activities must consider and plan for the health and safety of students;
- k. Activities projected benefits will outweigh the time and effort required to coordinate and implement;
- l. Activities must have the support of individuals who will be involved, and people who raise funds must have a say in how those funds are spent;
- m. Activities, incentives, rewards and prizes should be secondary to the intent of the educational program;
- n. Activities coordinated through parent or community groups shall be arranged with the consultation of the principal regarding the appropriateness of the proposed activity.

## 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 <sup>1</sup> (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:

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

\_\_\_\_\_

\_\_\_\_\_  
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

<sup>1</sup>If 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)

**Pendleton School District**

**Student Fund-Raising Activity Verification Form**

Date: \_\_\_\_\_

To Whom it May Concern:

The Pendleton 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.*