

Student Fund Raising

1. All school fund raising efforts, whether they involve students or not, shall have prior building administrative approval, and shall have a specific purpose.
2. Prior to raising funds, project budgets are to be developed, published and must be approved in writing by the building administrator.
 - a. How much money is needed for the project.
 - b. How and when the money, if earned, will be spent.
 - c. Budgets may be made for continuing (multi-year) projects, i.e. field trips for next year, etc.
3. When funds are earned:
 - a. They will be credited to the school, class(es) or organization which earned the money.
 - b. Money earned by classes or clubs does not move from school to school.
 - c. The classes will each be identified by the normal anticipated year of high school graduation, i.e. Grade 7 in 1983-84 is the Class of '89).
 - d. Monies left over from the senior class will be credited to the General Fund of the High School Student Body.
4. Monies donated to or raised by a school (not the district) will go into the General Student Body Fund unless donated to a particular class, club or project.
5. Each principal will be responsible to publicize monthly, in the community school news, in their own school news and in their own school newsletter when sent to parents, how much money was raised by which club, and how that money was or will be spent.

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:

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

Date

Signature of Superintendent

Date

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)