

Student Fund-Raising Activity Request

The following guidelines will be followed when considering fund-raising requests in the Scappoose Schools:

Specific Fund-Raising Activities

1. Vending machines: When giving consideration to the placement of vending machines in the schools, the decision shall be made on the relative needs of students for the items to be sold in the vending machine. If there is not an identifiable need for students to have the items made available through this means, machines shall not be placed in the school. In no case shall the decision be based primarily on the revenue to be generated. Additionally, the following conditions must be met:
 - a. Vending machines shall not be placed in schools without the superintendent's prior knowledge and approval;
 - b. Any revenue accrued through vending machine sales of food items (except machines specifically exempted by the administration) shall be deposited in the district lunch fund account;
 - c. Proceeds from vending machine sales of non-food items shall accrue to the general student body account;
 - d. Accurate financial records of all transactions relating to vending machine revenues shall be maintained and be subject to regular audit procedures.
2. Student store: A student store may be established and operated in a school, upon approval of the district administration and under the following conditions:
 - a. A student store may sell approved items before classes take up in the morning and after classes are dismissed in the afternoon;
 - b. A student store may also sell such items during other building activities when classes are not in session;
 - c. Any profits from all such sales shall be deposited in the general student body account and credited to the club or organization approved to conduct such sales;
 - d. Accurate financial records of all transactions relating to the operating funds of the student store shall be maintained and be subject to regular audit procedures.
3. Other fund-raising activities: Other temporary or short term fund-raising activities by school related persons, groups, clubs, classes or organizations may be approved by the administration. The funds raised by such activities may go directly to the account of the sponsor so long as the following conditions are met:
 - a. The fund-raising activities are directed toward the community-at-large rather than the school student body only;

- b. The activity shall include a product or service in exchange for the funds received, except solicitations by authorized individuals;
- c. If students are primary source of the revenue, such as a student dance, the activity must take place outside of school hours with participation on a voluntary basis;
- d. Accurate financial records shall be maintained on all fund-raising activities and shall be subject to regular audit procedures.

OFF-CAMPUS FUND RAISING PROPOSAL

Organization/Student: _____

Describe planned activity, total amount needed and planned fund-raising proposal(s):

Target contributors: _____

Approved by:

Advisor

Student Council

Principal

Superintendent

If fund raising is for an out-of-state trip, has the trip been approved by the Board? Yes No

Board approval if out-of-state activity

Date