

## Student Fund-Raising Activity Request

### Standard Operating Procedures

Organizations, not connected with the school, may not fund-raise within the school, unless given permission by the superintendent.

Every organization from outside of the district will need to receive permission from the superintendent of schools for that project. The district phone number is 541-449-8766.

Fund raising campaigns will be restricted to projects approved by the school administration.

To avoid fund raising conflicts or super-saturation, advisors will need to submit a request form to the building administrator. The principal will sign the request form. The forms may be acquired from the school secretary. If further explanation is necessary, the person making the request may also talk with the school principal.

Students and district employees may participate in fund-raising activities at their discretion, if these activities are carried on away from school and not on school time.

Students may be required to use a receipt book with numerically sequential receipts to document monetary transactions. This is unnecessary if goods are exchanged for contributions at the point of sales.

Students will surrender collected contributions to the fund raising advisor each day. The activity advisor will return to the office safe all fund-raising money collected by the students on a **daily basis**. Advisors should never keep fund-raising monies at home or in their classrooms overnight or for extended periods of time.

At the end of the fund-raising campaign, the fund-raising advisor will need to collect all receipt books (if applicable) from the participating students and do a full accounting of the fund-raiser. That accounting will be given to the school secretary.

**Student Fund Raising Activity Request**

Date From \_\_\_\_\_ To \_\_\_\_\_

To Whom it May Concern:

The Stanfield School District does hereby authorize:

\_\_\_\_\_  
(Name of Individual Receiving Authorization)

to sell \_\_\_\_\_  
(Name of product/item for sale)

for the purpose of raising funds for \_\_\_\_\_  
(Funds to be used for)

Please check if required:

Cash box will be necessary

Receipt books will be necessary

\_\_\_\_\_  
(Signature of Person Authorizing Sales)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Fund Raiser Coordinator)

\_\_\_\_\_  
(Date)

It may be necessary to submit a Building Use Request. If it is, please check this box.

Any questions regarding this fund raising activity should be directed to the person authorizing sales.