

**Saint Helens
School District 502**

Code: **IGDF-AR**
Adopted: 5/29/07

Student Fund-Raising Activity Request

The Request and Approval Process

Prior to ordering any merchandise, the sponsoring organization should prepare a Request for Fund Raiser Form and submit it to the building principal or activities director for approval. The form also must be approved by the ASB or the ASB executive council in all middle schools and high schools.

In order to receive approval, all prior Fund Raiser Recaps must be complete.

Fund Raising by Other Organizations

If a fund raising activity is conducted under the direction and control of an outside organization, then this is considered a private activity with the sole responsibility for collection and disbursement of funds being with that organization. If district employees or students are involved in the outside organization, fund raising activities for that organization should occur outside the staff member's contracted work day or outside the student's normal school day.

If the approval, supervision and direction of activity is under the control of the district, then it is considered an ASB activity and all resources are collected, deposited and accounted for as required by district procedures.

Procedures Prior to the Sale

Select a fund raising activity and establish a timetable for the activity. All fund raisers should result in a reasonable profit for staff and student time and effort invested. Vendors should allow for the return of any unsold merchandise.

1. Determine specific starting and ending dates for the fund raiser;
2. Determine a selling price for each item to be sold;
3. Prepare an ASB purchase order to order merchandise.

Upon receipt of merchandise, count all merchandise received, forward receiving documentation to the business office and notify the vendor if any items are missing. Secure all merchandise in a locked area until it is checked out to the students.

Inform students that they are responsible for all merchandise checked out to them. Those students who do not return either the unsold merchandise or the cash received from sales will be placed on a building fine list until the difference is paid.

Establish a system with the school secretary or the ASB office.

Jogathons and Other-Athons

Pledge sheets should be pre-numbered and checked out to students. Each sheet should be certified by an event official on the day of the event to indicate the number completed.

The pledge sheet should include the following items for each person pledging:

Prior to the Event

1. Name;
2. Signature;
3. Address;
4. Amount pledged.

After the Event

1. Amount due;
2. Date paid;
3. Pledgers initials signed at time of payment;
4. ASB receipt number.

If a person refuses to pay their pledge, the student should not be placed on the fine list for that pledge.

If a student is able to collect their pledges, but does not turn them in, their name should be placed on the fine list for those pledges.