

Many student organizations and some parent organizations connected with the school have a need to finance their projects by fund raising. When too many fund raisers happen at one time, it becomes a burden to the community and the organizations have a more difficult time raising money.

Because of these problems, it is necessary to have a plan which facilitates organizations to spread out their fund raisers throughout the year and which will prevent competition for the limited financial support available in the community.

All fundraising requests will be brought to the leadership committee for approval. Approval will be based on need, current number of fundraisers being done, and appropriateness of fundraiser. Consideration will be given to groups who have conducted a particular event in the past; however, a group is not guaranteed the same event as in the past. A request for a fundraising event should be submitted as early as possible.

Safety

During the fund raising activity the safety of our students should remain our highest priority. At no time should students be allowed to stand on the roadway and caution must be taken to avoid approaching vehicles until they have completely stopped.

Financial Oversight

On behalf of each student organizations, ledger account will be maintained by the district for controlling, accounting for, and dispersing monies received from fund raising activities.

Disbursements from any of the accounts will be made by regular checks signed by the treasurer and school principal or designee appointed by the board.

The advisor of the student organization is responsible for overseeing the collection of monies in a fundraising campaign and payment of any associated costs. The advisor is responsible for reporting and financial irregularities relative to the fundraising activity.

Reasonable measures must be taken to minimize the potential for lost or stolen monies, including but not limited to the following:

1. An adult will be present at all times to supervise cash receipt
2. Patrons will be encouraged to pay with checks, if appropriate.
3. Internal controls will be developed to account for monies received on a daily basis.
4. Students will receive age-appropriate training regarding his/her responsibility for collecting and safeguarding monies, as appropriate.

All funds received through fundraising activities must be dispersed consistent with the goals and objectives of the student organization and may not be used for the benefit of individual members

Safety

1. *Every fund raising activity must have a “safety plan” approved by the administration.*

The opportunity to hold a fund raising activity is a privilege that is only afforded to organizations that maintain school policies, ensure safety of staff and students, and who fully comply with the terms of this policy.



LEGAL REFERENCE:

ADOPTED: May 12, 1997 Arthur J. Kerbein, Chairman

REVIEWED: July 24, 2000

REVIEWED: 2006-2007

AMENDED: April 9, 2007 Rob Greiner, Chairman

REVIEWED: 2007-2008

REVIEWED: 2009-2010

AMENDED: March 8, 2010 April Renfro, Chairman

REVIEWED: 2010-2011

AMENDED: January 10, 2011 April Renfro, Chairman