

## **FUNDRAISING FORMS**

**THIS PACKET HAS BEEN DEVELOPED TO BETTER FACILITATE YOUR INVOLVEMENT IN FUNDRAISING ACTIVITIES. UNLESS NOTED OTHERWISE, ALL ORIGINAL FORMS SHOULD BE SUBMITTED TO THE STUDENT ACTIVITIES DIRECTOR WHO WILL MAKE THE NECESSARY COPIES AND DISSEMINATE TO THE APPROPRIATE SCHOOL STAFF.**

### **OUTLINE OF APPLICABLE FORMS:**

#### **I. DANCES:**

- A. FUNDRAISING SHEET**
- B. PROCEDURES FOR FUNDRAISING SHEET**
- C. ACTIVITY FACILITY USAGE REQUEST**
- D. ACCOUNTING SHEET**

#### **II. IN-SCHOOL FUND RAISER: (In-School Sales)**

- A. FUNDRAISING SHEET**
- B. PROCEDURES FOR FUNDRAISING SHEET**
- C. STUDENT PERMIT TO PARTICIPATE (Bottom half to Sponsor) \***
- D. FUNDRAISING MONEY DUE SHEET (From Sponsor to Students) \***
- E. ACCOUNTING SHEET**

#### **III. IN-DISTRICT FUND RAISER: (Out of School Sales)**

- A. ADDENDUM FUNDRAISING SHEET**
- B. APPLICATION FUNDRAISING SHEET**
- C. PROCEDURE FOR FUNDRAISING SHEET**
- D. STUDENT PERMIT TO PARTICIPATE (Bottom half to Sponsor) \***
- E. FUNDRAISING MONEY DUE (From Sponsor to Students) \***

**\* When applicable**

## **STUDENT FUNDRAISING ACTIVITIES**

FUNDRAISING projects within and/or part of the Clio Area Schools shall be governed by the following procedures for approval and execution:

1. The project must have educational value.
2. There must be provided a clear definition of the use of the proceeds and the handling of funds.
3. Participation by students and employees will be entirely voluntary. Projects must not discriminate academically against those children not able to afford or electing not to partake in the project.
4. The activity should not imply that the Clio Area Schools endorses any business or product.
5. It should be understood that all grants (gifts or gratuities from sponsoring organization) resulting from fund-raising activities shall become the property of the Clio Area Schools.
6. Door to door solicitation shall be restricted to the attendance area of the sponsoring school. (Children in kindergarten through fourth grade may be involved in door to door solicitation only for the annual parent/school organized fair.)
7. Approval of all projects must be obtained from the building administrator.
8. All orders for goods must be approved by school purchase order prior to the beginning of the project, except for parent/booster projects.
9. Approval for projects involving student participation outside of the school proper must be obtained from the superintendent or his designee.
10. All fund-raising activities shall be scheduled on a master calendar in the school district.
11. Application for fund-raising projects must be made on the appropriate form.
12. Parent authorization for student participation in any fund-raising project is required.

### **CATEGORIZATION OF FUND-RAISING TYPES**

1. School related parent organizations that involve students in fund-raising projects via door to door community solicitation. Example: Athletic Boosters, Band Boosters, Advisory Councils, Parent Organizations (who would be representing the school).
2. School sponsored activities involving students in fund-raising projects via door to door community solicitation. Examples: Band, Choir, Cheerleaders, Student Council, Clubs, Class (i.e., Senior Class, Junior Class, etc.).
3. School sponsored activities and school related parent organizations involving students in fund-raising projects via sales within the school. Examples: Student Council sales, club/class related, athletic related, music related, etc.; individual building sales projects; projects by teachers or classes within the building.

## APPLICATION FOR FUNDRAISING PROJECT

Sales **MUST** have superintendent approval

1A. School related parent Organization

\_\_\_\_\_ Name of Organization

1B. School sponsored Organization

\_\_\_\_\_ Name of Club

2. Name of Chairperson \_\_\_\_\_ Phone \_\_\_\_\_

3. Description of Fund-Raising Project \_\_\_\_\_

\_\_\_\_\_

4. Estimated total amount of profit to be made on project \$ \_\_\_\_\_

5. Item(s) to be purchased from profits are \_\_\_\_\_

6. Beginning date of project \_\_\_\_\_ Ending Date \_\_\_\_\_

It is understood, that by my signature, I agree to follow the Board of Education policy pertaining to fund-raising activities as stated on the reverse side of this form. It is further understood that all monies including entry fees, admissions, pledges, etc., will be deposited in appropriate accounts and the accounting form will be completed within ten (10) working days of completion of the campaign.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Chairperson

The above-named organization \_\_\_\_\_ DOES \_\_\_\_\_ DOES NOT have my authorization to run the above fund-raiser.

Written procedures for fund-raising project were requested and are on file with the building administrator.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_ I approve the above-named fund-raiser.

\_\_\_\_\_ I **DO NOT** approve the above-named fund-raiser.

Assigned Application # \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Superintendent

Original: Sponsor of Organization  
Copies to: Superintendent, Building Administrator, Business Manager, and Community Education Director

**PROCEDURES FOR FUNDRAISING**  
**(To be completed for All FUNDRAISING Events)**

---

Signature of Organization Sponsor

---

Date

