School Fundraiser and Charity Drives Form

This form serves four purposes:

1. Informs district administration of all school fundraising activities and/or charity drives;
2. Serves as documentation of principal approval of fundraising activities and/or charity drives;
3. Ensures fundraiser and charity drive follows Policy 6102 and its procedures; and
4. Ensures a process separate from those used for Parent Teacher Organizations/Associations (PTO/PTSA) or community organizations

GUIDELINES:

1. Unsupervised door-to-door fundraising is prohibited.
2. Student participation must be voluntary.
3. The fundraising activity may not create an unfavorable public relations image.
4. Fundraising activities must not interfere with the educational program.
5. All ASB requirements must be followed.
6. Fundraising activities by outside groups (including parent groups) must not involve official student body originations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
7. The principal must approve all fundraisers.
8. The assistant superintendent must approve all fundraisers anticipated to collect more than $10,000.
9. District staff are prohibited from contracting with crowdsourcing sites such as Donors Choose, Donors Choice, SnapRaise, GoFundMe, Idiegogo, Kickstarter, etc. where cash donations are made through third-party vendors, and the third-party vendors receive a percentage or amount of the donation as payment for services. (Crowdsourcing, as defined in this context, is the process of obtaining cash donations, from an online community rather than from traditional district-sanctioned means.)
10. A completed copy of this form must be sent to the appropriate assistant superintendent whether or not their signature is required.
11. Outside organizations (PTO/PTSA) need to follow their own procedures for fundraising and/or charity drives/events. If the use of a district facility is required, the organization must complete a district facility use agreement prior to the event.
Fundraiser/Charity Drive Information

School Name: ____________________________________________________________

Date(s): __________________________________________________________________

Location (if off site): _______________________________________________________

Sponsoring group: _________________________________________________________

Names of staff members leading the fundraising/charity drive efforts: _____________

________________________________________________________________________

Proposed activity:

________________________________________________________________________

Purpose:

________________________________________________________________________

The manner in which the money is to be collected and deposited:

________________________________________________________________________

Is the fundraiser anticipated to raise more than $10,000? Yes _______ No _______

Principal signature/approval and date:

Signature: ___________________________ Date: __________________________

Assistant superintendent signature/approval and date:

Signature: ___________________________ Date: __________________________

Date: 03.05.18

Distribution: Assistant Superintendent Student Accounts School Secretary