

## Student Fund-Raising Activity Request

Fund-raising activities should center on the sale of reputable quality goods and services or the collection of items or materials which are of monetary value.

All school-sponsored fund-raising activities associated with the school must be approved by the building principal. Approved activities should have a plan on file with the principal which:

1. Designates the staff person in charge;
2. Verifies that the person in charge has reviewed and will comply with all applicable administrative regulations;
3. Identifies the school club, class or organization sponsoring the activity;
4. Identifies the intended use of the money to be raised;
5. Identifies the goods or services to be sold, collected or provided;
6. Identifies the targeted area, location and/or audience to be solicited or used;
7. Identifies the inclusive dates of the activity.

The fund-raising activities shall occur outside the scheduled class times.

The following money control measures must be adhered to:

1. All personnel are required to use common precautionary measures, including strict accounting, when handling funds for which they are responsible;
2. All money entrusted to employees by students or others is the responsibility of the employee receiving it, until deposited with the school office. Two signatures will be required on all funds to be deposited;
3. All amounts over \$25 accumulated from fund-raising activities must be deposited in the school office at the end of the day, unless arrangements have been made with the principal;
4. Money will not be left at work stations or in classrooms over weekends or other days school is not in session;
5. Student-generated funds will not be deposited in employee accounts for later "pass-through" or disbursements.

State and federal laws which govern activities such as lotteries, raffles, auctions and games of chance should be researched, reviewed and adhered to.