

FUNDRAISING POLICY

INTRODUCTION

The Board recognizes the existence of many worthwhile school activities and needs that require the raising of funds either by the sale of merchandise, tickets or direct requests for money. Because of the need to limit distractions to our primary purpose of educating students, and to limit the additional financial burdens often placed on our families and community, the Board limits fundraising activities to those that have the approval of the Administrator (or the Administrator's designee). The Administrator (or the Administrator's designee) will follow the Fundraising Approval Process as described below. The Administrator (or the Administrator's designee) will make every attempt to coordinate fundraising activities to limit demands of time and money placed on our students and families.

SUBMISSION OF THE FUNDRAISING REQUEST FORM

- I. All proposed fundraising projects must be submitted via the Fundraising Request Form.
- II. The form must be submitted to the office at least six weeks prior to the date that the proposed project or event is to occur (*note: this does not apply to requests for projects or events that occur within the first 6 weeks of the school year*).
- III. The Administrator (or the Administrator's designee) must approve or deny the request within five business days of submission, unless the request is elevated to the Board level per the process described below.

PROCESS FOR APPROVAL/DENIAL OF FUNDRAISING REQUEST

- I. The purpose of the fundraiser must be shown to:
 - a. Directly benefit the school or school activity involved.
 - b. Meet a school need that cannot be obtained through some other means, including but not limited to:
 - i. The school budget.
 - ii. The opportunity to secure funds through a grant.

- II. The timing of all fundraisers must be tracked using the Fundraiser Calendar, and meet the following criteria:
 - a. Only one fundraiser may occur at a time.
 - b. Each grade or fundraising group may only do one fundraiser per quarter.*
 - * *This does not apply to Cougar Club's sales that occur as part of the school's concession stand. However, it does apply to other fundraisers by the Cougar Club.*
- III. The Administrator can waive the above criteria after careful consideration of the circumstances of the fundraising requirement. The Board must be notified of each waiver, or consulted for approval if determined necessary due to a lack of funding or a significant timing impact.

POST FUNDRAISER REQUIREMENTS

- I. If the building is used for the purpose of a fundraiser, those responsible must take care to return the area of the building used back to the same condition that existed prior to the fundraiser.
- II. The reporting of results of each fundraiser is required by the person assuming responsibility for the fundraiser (noted on the Fundraiser Request Form). After completion of the fundraiser, the results (net profit) must be provided to the school office for recording onto the Fundraiser Tracking Sheet. These results must be reported within 15 days of the completion of the event.

SPECIAL ANNUAL FUNDRAISING EVENTS

There are annual fundraising events that the Board recognizes as necessary to meet our budgetary obligations. These events have priority over all other fundraisers. Their dates are set by the Board prior to the school year. They include events such as:

- I. Fall Banquet
- II. Auction
- III. Matching Donor Fundraiser

GUIDING PRINCIPLES/RULES

The following must be strictly adhered to for each fundraising activity:

- I. Written parent(s)/guardian(s) permission must be signed and returned to the school before any students can sell door-to-door or to public at-large (while away from school premises).
- II. Fundraising projects should not be started until approval of the project is granted.
- III. Any sale of commercial products or the solicitation of funds in door-to-door campaign and/or through contracts with a business shall require approval of the Principal before any oral commitment, written agreement or contract is made or any advance publicity or group promotional activity is undertaken.
- IV. Fundraising projects shall be compatible the school's purpose, goals and general community expectations, and shall not unduly conflict with local business enterprises.
- V. The monies generated through fundraising activities must be for the benefit of a group or class and not for the benefit of individual students. Any accounting methods designed to track fundraising on an individual student basis is prohibited.

LIST OF APPLICABLE FORMS/DOCUMENTS

1. Fundraising Request Form (fr-1)
2. Fundraising Calendar (fr-2)
3. Fundraising Tracking Sheet (fr-3)

Revision: August 29, 2011