

Student Fundraising Activities

Guidelines for student fundraising activities are as follows:

- A. Student participation must be voluntary;
- B. The fundraising activity must be such that it is not likely to create a poor public relations image;
- C. Fundraising activity efforts must not interfere with the educational program;
- D. Fundraising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB;
- E. Fundraising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made;
- F. Sponsorship of fundraising activities by schools' official parent groups, even where moneys realized will be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fundraising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fundraising;
- G. The following fundraising activities are approved:
 1. Sales of goods (T-shirts, etc.), magazines, apples (if maintained in cold storage);
 2. Sales of candy (if sold outside of the school day);
 3. Car washes, school supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners;
 4. Paper drives, bottle drives, etc. that do not interfere with the school day;
 5. Carnivals when organized and supervised by the school and/or the recognized parent group;
 6. Skating and bowling parties provided there is adequate supervision and liability protection;
 7. Bandathons, bikeathons, and walkathons;
 8. Basketball games if liability insurance for participants and facilities is included in the contract;
 9. Talent, variety, musical, and drama productions (after school hours); and
 10. Any major purpose fundraising activity that is not listed above must have the approval of the superintendent;
- H. Fundraising activities must be submitted to the principal for approval. Application for approval must include:
 1. The sponsoring group;
 2. The proposed activity;
 3. The manner in which the money is to be collected; and
 4. The purpose;
- H. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy; and
- I. Any outside group other than an official school-parent group must have central office approval before conducting fundraising activities within a school or schools.

Such outside organizations or persons seeking to raise funds from or through students:

1. Must work through established official parent organizations and not with or through student body organizations or the administration;
2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fundraising should be referred to the appropriate parent organization, which will have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fundraising;
3. Will not collect money in school buildings as part of fundraising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fundraising activity; and
4. May display a sign announcing a fundraising activity. Brochures explaining the program may be made available to students through the school office.

SELAH SCHOOL DISTRICT #119

FORM: 3530 FI

Any fundraiser activity taking place on Selah School District property requires the completion of a "Facilities Use Form" which then needs to be turned in to the ASB office to be processed. Please contact the ASB Activities Director to request being added to the A.S.B. meeting agenda prior to the date you wish your fundraiser request to be considered for ASB approval.

ASB
 ASB CHARITABLE
 GENERAL FUND

A. Request for Pre-Approval of Fundraiser

School: _____		Account Name: _____		Acct.# _____ - _____ - _____	
Proposed Fundraising Activity: _____					
Intended Use of Proceeds: _____					
Estimated Revenue:	\$	_____			
Estimated Expenses:	-\$	_____			
Estimated PROFIT:	=\$	_____ (Revenue minus expenses)			
Date of the Fundraiser:	Start	_____	End	_____	
Advisor/Coach	_____	Signature	_____	Date	_____
Club/Class Treasurer	_____	Signature	_____	Date	_____
Principal	_____	Signature	_____	Date	_____
Activities Director	_____	Signature	_____	Date	_____
Athletic Director	_____	Signature	_____	Date	_____
ASB Student Treasurer	_____	Signature	_____	Date	_____

B. Steps Following Approval: *Request must be approved BEFORE event can take place*

1. Order all needed materials or supplies with a Purchase Order through the ASB Central Treasurer.
2. If needed, complete a contract with the vendor after obtaining purchase order approval.
3. Request a money box from the ASB Central Treasurer (if needed).
4. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
5. Obtain appropriate record keeping forms from ASB Central Treasurer (all forms must accompany money).
6. Turn in all money **INTACT** to ASB Central Treasurer for deposit on a regular basis.
7. Do not take expenses from money collected.

FUNDRAISING PROFIT ANALYSIS form for goods sold must be completed at the end of the fundraiser and turned in to the ASB Central Treasurer to be kept on file for auditing purposes.

Prior approval for a fundraiser must be secured, pursuant to Selah School District Policy 3530, Student Fundraising Activities (w/3539P).

NOTE: All tickets must be commercially printed – there is no exception to this.

Any fundraiser activity taking place on Selah School District property requires the completion of a "Facilities Use Form" which then needs to be turned in to the main office to be processed. Please contact the ASB Activities Director to request being added to the A.S.B. meeting agenda prior to the date you wish your fundraiser request to be considered for ASB approval.

**BOOSTER CLUBS, PTO's & PTA's
Request for Pre-Approval of Fundraiser**

BUILDING: _____ GROUP: _____

EIN#: _____ UBI#: _____

INSURANCE CO. & POLICY #: _____

Proposed Fundraising Activity: _____

CONTACT NAME: _____ PHONE: _____

EMAIL: _____ BEST TIME TO REACH YOU: _____

Intended Use of Proceeds: _____

Date of the Fundraiser: Start _____ End _____

Principal _____
Signature Date

Activities Director _____
Signature Date

Athletic Director _____
Signature Date

ASB Student Treasurer _____
Signature Date

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NOTE: All tickets must be commercially printed – there is no exception to this.