

Charitable Fundraising Procedures Non-Associated Student Body Private Money

The following procedures are in place for charitable fundraising.

1. Prior to starting a fundraiser for charity, please check with the ASB Bookkeeper to confirm that budget capacity has been built into the ASB budget.
2. Money must be raised for a bonafide charity. Please check the Secretary of State website before starting the process for confirmation of the charity. The Red Cross Association, March of Dimes, etc., are approved.
3. All parents should receive the “Parent Permission Opt-Out” form PRIOR to students collecting funds or participating in the fundraiser activity. Parents who do not want their child participating must complete the form and send back to the school. The forms are filed with the rest of the fundraiser documents.
4. Prior notice must be given to the community. The purpose of the fundraiser should be clearly identified and state that the proceeds are non-associated student body funds, to be held in trust by the district exclusively for donating to the specific charity. This should be stated on the flyers and in any newsletter articles distributed by the district.
5. Direct services provided by the district must be paid for through the funds collected. Direct costs might be paper, printing expenses, or cost of items that are purchased to be sold for the fundraiser. The balance is then given to the charity.
6. All money collected for charities is subject to the same tracking and security procedures established by Northshore for ASB and General Fund fundraisers. Checks must be made out to the school, deposited by the ASB Bookkeeper, receipts provided, and forms reconciled for audit purposes.
7. Cash collections (dollar drives, etc.) are also subject to the same tracking and security procedures established by Northshore School District.
8. ASB and charitable fundraising cannot be combined into one fundraiser.

Note: PTAs and Booster Clubs are separate organizations and should manage their fundraiser drives independently of the school district.