

<b>4130</b>	<b>Fundraiser Policy</b>
<b>Approval Date:</b>	<b>Revised September 2015</b>
<b>Category:</b>	<b>Fiscal Management</b>
<b>Governance Accountability:</b>	<b>Leadership</b>
<b>Audience:</b>	<b>Students, Families, Community</b>

Pine Lake Preparatory holds capital campaign fundraisers to involve students, parents, community and other legal entities.

In addition, Pine Lake Preparatory recognizes that student participation in fundraising activities can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school programs. The use of school name, logo, website or other electronic addresses is strictly prohibited without proper approval. Unauthorized use of any of the aforementioned school identifiers can result in the immediate cessation of an ongoing event and potential disallowance of the offending party to raise monies on behalf of the school or school groups in the future.

If any Pine Lake Preparatory affiliated club, sport, or class intends on raising money to support that organization or the mission of that organization, they are required to receive approval from the Head of Schools. A request may be denied for reasons including, but not limited to, conflicts with another fundraiser running at the same time' or if a different group has already been approved for a similar type of fundraising.

Fundraising efforts that are not designated to go toward a specific goal (i.e. helping to support a group, directed towards a specific charity); monies raised by the fundraising effort on behalf of the school will be allocated toward the Pine Lake Preparatory general fund. Persons in charge of all fundraisers must follow established procedures for collecting, receipting and depositing monies. Failure to follow established procedures will result in administrative action.