
APPROVAL FOR STUDENT FUNDRAISING
PROCEDURE (ADM-P011)
Milford Public School District

5.0 PROCEDURE:

- 5.1 Determination is made by the coach/club advisor, team/club members or group members that funds are needed/required for a specific project/goal for a school sport, club or activity.
 - 5.1.1 Safety equipment must be purchased by the Board of Education and can not be the purpose of a fundraiser.
 - 5.1.2 Basic uniforms for high school sports teams or the high school bands are the responsibility of the Board of Education. Basic uniform purchases are not an eligible purpose of a fundraiser.
 - 5.1.3 Uniforms or clothes for adult leaders of clubs or teams are not an eligible purpose for fundraising.
 - 5.1.4 Insurance is required prior to approval of a fundraiser which involves risk to private individuals or district. Examples of these events are car washes, carnivals, etc. Consult the Business Office if there is any question whether insurance is required.
- 5.2 All advisors must obtain written permission from the building principal or designee before entering into an agreement with any vendors or providers of goods (ADM-F012).
 - 5.2.1 Athletic coaches must obtain the approval of the Athletic Director prior to requesting authorization from the building principal.
 - 5.2.1.1 Principals/designees may approve fundraisers requested by athletic coaches in the absence of Athletic Directors during the summer months.
 - 5.2.2 Club advisors need the written permission of the building principal or designee only.
- 5.3 After written approval of the building principal is obtained, the fundraising efforts may begin using current Student Activity procedures and forms.
 - 5.3.1 A copy of the completed/approved "Approval for Student Fundraising" form (ADM-F012) must be sent to Philip G. Russell, Deputy Superintendent of Operations.
- 5.4 All fundraising materials distributed to students or the public must have the specific purposes the funds will be used for.
- 5.5 All funds raised must be deposited in a legal depository (see definitions) by the school bookkeeper or district's bookkeeper. No funds may ever be deposited in any individual's account.
 - 5.5.1 There will be no disbursement of any funds not properly processed through the appropriate bookkeepers.
- 5.6 Any disbursements from the school or district account must be approved by the principal/designee and the advisor (if one exists).

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Activity Check Request form (APAR-F004)
- 6.2 Student Activity Purchase Order Request form (APAR-F006)
- 6.3 Student Activity Deposit Record form (APAR-F016)
- 6.4 Student Activity Funds procedure (APAR-P001)
- 6.5 Student Activity Recordkeeping procedure (APAR-P002)
- 6.6 Student Activity New Vendor Request form (PUR-F012)
- 6.7 Student Fundraising Authorization form (ADM-F012)
- 6.8 Student Fundraising Cash Report (ADM-F013)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
ADM-F012	Principal's office	2 years	As desired	File cabinet
ADM-F013	School Bookkeeper or Principals' office	2 years	As desired	File cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
09/08/2006	A	Initial Release
08/16/2007	B	Change, add/delete language in 1.1, 4.1, 4.2 - 4.5, 5.1.1 -5.1.4, 5.2, 5.2.1.1, 5.2.2, 5.4, 5.5, 5.5.1, 5.6, 6.8 and flowchart.
09/22/2008	C	Add 5.3.1 to procedure

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