



# FUND-RAISING PROPOSAL

All parts of this fund-raising application must be completed and approved by the principal before soliciting for donations, product is ordered, or selling begins.

Group/Team Name \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff/Coach Responsible \_\_\_\_\_ Phone: \_\_\_\_\_  
 School Name \_\_\_\_\_

Description of Event (car wash, sponsorship, etc.) \_\_\_\_\_

Location of Fund-raiser \_\_\_\_\_

Dates and Times of Fund-raiser	Date	Time	Date	Time	Date	Time

Building Use \_\_\_\_\_ Field Trip Form \_\_\_\_\_ Overnight/Out of State Trip Form \_\_\_\_\_

A building use application must be submitted to the principal/designee at least 30 days prior for any event held on BSD property. Field trip and overnight/out of state trip forms must have the principal's and District approval before any funds are raised.

<input type="checkbox"/> <b>Dates are reserved on Fund-raiser Calendar</b>			
<b>Is the Event:</b>	<input type="checkbox"/> athletic/activity	<input type="checkbox"/> club project	<input type="checkbox"/> classroom project
	<input type="checkbox"/> Senior project/CAS	<input type="checkbox"/> individual student project	<input type="checkbox"/> field trip funds
	<input type="checkbox"/> Other: _____		
<b>Will the event be held:</b>	<input type="checkbox"/> During school hours (lunch time)		<input type="checkbox"/> After school hours

Projected Earnings \$ _____ <b>Expenses</b> (product, bldg. use, etc) <b>Cost</b> _____ _____ \$ _____ _____ \$ _____ _____ \$ _____ _____ \$ _____ Must provide statement upon request For what are the funds being raised? _____	<b>Where will the money raised be deposited?</b> <input type="checkbox"/> Boosters <input type="checkbox"/> School Acct: _____  <b>Persons assisting with collection/receipting of monies</b> (must be 2 adults) 1. Name _____ Phone _____ 2. Name _____ Phone _____ Funds must be deposited daily with bookkeeper.
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**By signing below I understand and will ensure adherence to the District Administrative Regulations (IGDF-AR) below:**

- a. Students must never solicit alone; they must always work in a pair or group; collections must only occur during daylight hours; a responsible adult must be present and supervise such activities; no door-to-door solicitation of residences or businesses for funds or items for any purpose by students alone.
- b. Students cannot be placed in dangerous or compromising positions.
- c. Fund-raising cannot unfavorably impact other district programs or schools.
- d. Activities must be appropriate to the philosophy and goals of the district.
- e. Groups must follow established procedures or district policies related to fund-raising.

**OFFICE USE ONLY**

Approved  Not Approved

Reason not approved:

Comments:

Staff Member Signature \_\_\_\_\_ Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SCHOOL-BASED FUNDRAISING**

The District recognizes that fundraising activities are important to the operation of a school. They may provide resources to conduct activities for students, purchase some supplies or equipment not provided for through the district operating budget, meet operating expenses of parent groups/booster clubs, and related purposes. They also provide opportunities for parents, staff and students to join together in activities which develop rapport, build unity, enhance teamwork, and promote the school's identity. In order to assist principals in administering fundraising activities sponsored by site groups, the following procedures will be utilized.

1. All school sponsored groups (French club, NHS, Chess club, etc) and school related groups (Booster club, band parents, etc) will submit a proposal to fund raise. Each proposal will be reviewed by the principal and/or designee and will include the following: *Description of activity- Rationale for fundraising- Date, time & location- Person(s) collecting and receipting money- How money will be used.*
2. Each principal and/or designee will be responsible for the following: *Coordinating all fundraising activities within the school- Establishing appropriate accounting controls- Ensuring a safe environment for students to conduct fundraising activities (No door to door solicitations).*
3. All groups must have written permission from the principal BEFORE any product is ordered or selling begins.
4. Principals may develop and disseminate individual school guidelines for fundraising as necessary beyond these guidelines.

**All fundraising activities, District level and school-based, must:**

- Designate the non-profit agency or philanthropic activity to benefit from fundraising OR, Show a need to fund designated programs/activities that have been reduced or eliminated through budget reductions
- Support the approved program beyond the District budgeted funds
- Indicate a timeline for raising funds
- Develop criteria for disbursement of funds which is in accordance with federal and state laws, including the IRS code, state tax laws, and District collective bargaining agreements
- Be appropriate to the philosophy and goals of the District
- Must be noted on the fundraising calendar to avoid impacting other fundraising activities

**Fundraising Requirement**

**It is considered a fundraiser if** you are using the \_\_\_\_\_ name while soliciting funds, selling product, providing a service (including working shifts at outside fundraisers), selling tickets or script, accepting donations, securing sponsorships, selling ads, holding tournaments, camps, marathons, car washes, auctions (no raffles allowed) etc. Fundraisers cannot be conducted off campus during school hours.

1. **Application must be submitted by staff member responsible at least 1 month prior** to the event. Approval of fundraising proposal does not imply approval of building use or field trips connected to the same activity.
2. **Building Use application must accompany the fundraising request** if any part of the \_\_\_\_\_ building or grounds will be used at any time during the fundraiser. Usage fees or liability insurance may be required. (See Doug Boyer)
3. **Activity is entered on the fundraiser calendar** to avoid competing with other fundraisers.
4. **Staff signer is responsible** for overseeing the collection and security of all funds, and the supervision of students and adult/parent volunteers.
5. **Staff contact person will be notified when their event has been approved.**

Staff member picks up form from \_\_\_\_\_.

Staff member completes the form, along with building use form, if needed.

See \_\_\_\_\_ to reserve dates on the fundraiser calendar.

Completed forms are returned to \_\_\_\_\_ to submit for administrative approval and finalize on the fundraising calendar.

*IF YOUR FUNDRAISER IS CANCELLED, PLEASE LET US KNOW. SOMEONE ELSE MIGHT BE ABLE TO USE THE TIME RESERVED FOR YOUR ACTIVITY.*