

ACTIVITY FUND PROCEDURES

The Board of Education, at its September meeting each year (and as needed during the year), shall approve all activity fund accounts, all activity fundraising activities, and all purposes for which the monies collected in each account may be expended.

A copy of activity fund accounts approved by the Board of Education will be on file with each building principal and at the Superintendent's office.

Salary items of Western Heights personnel cannot be paid from School Activity Funds.

Each year, after the first Monday in September, all additional requests for approval by the Board must be submitted to the Superintendent no later than the 15th of the month. As of September 6, 1988, no expenditures may be made from an activity account unless it has been approved by the Board.

REQUEST FOR BOARD APPROVAL SCHOOL ACTIVITY FUND

Date of Request _____ Name of School/Group _____

School Activity Fund Account Number _____

Fundraising activities – please answer the following:

1. What is to be sold or performed? _____

2. What % of the profit is for the organization; if not 100%, who gets the remaining %?
Organization _____ % Other _____ %

3. Date(s) and Time(s) of fundraising activity? _____

4. Is door to door solicitation required? _____

5. How many persons will be involved in the fundraising? _____
What is the age range of the group involved in the fundraising? _____

6. Purpose of fundraising monies _____

As a sponsor for this fund raising event I understand that I cannot obligate funds before I have a Purchase Order; I cannot hold a deposit of \$100 or more for more than 24 hours; I cannot take cash or checks without receipting; I cannot leave cash/checks unattended; I cannot take money home with me; I cannot use cash to pay for ANYTHING; and I cannot cash checks out of fundraiser cash. I also understand that I am required to fill out an Activity Fund Profit and Loss report for the fund raiser.

Decision of the Board:

Principal's Approval _____

(Original to Superintendent; copies to Principal AND Sponsor)

Adopted: 07-05-88
Revised: 09-14-09
Revised: 02-11-13