

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Activities

Section Title: Fundraising

Sub-Section No. 507.9a

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These procedures shall be followed for school fundraising activities:

1. All fundraisers shall be approved by the superintendent or his/her designee.
2. Teachers or club advisors wishing to raise funds shall file a written request with the principal no later than ten (10) school days prior to the planned fundraiser. Said written request shall include the following:
 - Name of fundraising group
 - Number of students participating
 - Type of fundraiser
 - Date (duration) of fundraiser
 - Intended use of the raised funds
 - Approximate amount expected to be raised
3. Prior to approval, consideration shall be given to:
 - the need for the funds being raised
 - the number of students who will benefit
 - the nature of the fundraiser and its impact on the community
4. All proceeds from fundraisers shall be processed through the school accounting system.
5. At the secondary level, each group shall be allowed one fundraiser per year if the above criteria are met.
6. At the elementary level, each grade shall be allowed one fundraiser per year if the above criteria are met. In addition, each elementary school shall be allowed one school-wide fundraiser if the above criteria is met.

Adopted: 1/24/89

Reviewed: 2017