

FUNDRAISER INFORMATION

Fundraisers include both profit and non-profit solicitation and collection of money by students, teachers, sponsors, school clubs and groups to be used for school-related events and activities or philanthropy. Activities considered to be a fundraiser will require submission of a Fundraiser Request Form. These forms and additional fundraising information may be found on the [Business and Finance](#) page of the district's website.

Fundraiser Request Forms are required for the following:

- Admission and concessions for non-athletic events such as plays, concerts and dances.
- Selling candy, snacks and refreshments, candles, discount cards, activity armbands, magazines, apparel, books, pencils, posters, DVDs, agendas, seasonal photos, ads, etc.
- Selling services such as car washes, parent's night out, etc.
- Commissioned activities such as yearbooks, pictures, Kona Ice, various restaurant nights, etc.
- Soliciting or collecting donations for student organizations, instructional and non-instructional student activities, playgrounds, staff and philanthropy via walk-a-thons, coin wars, on-line campaigns, Gold Rush, etc.
- Any activity or purpose which falls under the purview of the Smart Snacks in Schools regulation. All food and beverage products sold at school during the school day are required to meet nutrition standards.

Fundraiser Request Forms **are not** required for the following:

- Athletic admissions and concessions.
- Collecting money from staff to offset the cost of school apparel.
- Collecting money from staff to raise funds via Jeans Day, staff shirts, etc.
- Collecting money from students and/or parents to help offset the cost of a field trip.
- Revenue raising activities of Booster Clubs and PTOs sanctioned by the Choctaw-Nicoma Park School Board.

Sources of funds from fundraisers can be primarily of three types. The first type is money generated directly from or by students. These collections would primarily be from direct sales of merchandise like cookie dough and catalog sells but could come from some other source listed above. These student generated/driven funds may only be used for the benefit of students and for the purpose for which the fundraiser was intended. Expenditure examples include student parties, student prizes, field trips, extracurricular activities involving students, student incentives, approved philanthropy and other student needs.

The second source of funds is primarily derived from commissions. These funds may be used for student and non-student purposes. When used for non-student purposes they must support the staff as a whole. Expenditure examples include any of the expenditure examples included in student generated/driven funds, specific school or non-school donations, refreshments, incentives, and other staff and school needs.

The third source is solicited and non-solicited donations. These funds may only be used for the purpose in which the donation was received and deposited into the activity subaccount that can best meet that purpose.

School district Activity Fund procedures must be followed, regardless if the event or activity is considered a fundraiser or not, which includes obtaining a purchase order for the goods or services desired and making timely deposits of money collected according to Board Policy and State Statutes.

Below is the state school law on Activity Fund deposits. It must be followed.

Section 161. School Activity Fund.

A. The board of education of each school district shall exercise control over all funds and revenues on hand or hereafter received or collected, as herein provided, from student or other extracurricular activities or other revenue-generating sources listed in subsection B of this section that are conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds subject to the requirements of this section shall be made by the end of the next business day; however, if the deposit for a day totals less than One Hundred Dollars (\$100.00), a school district may accumulate monies required to be deposited into the fund on a daily basis until the total accumulated balance of deposits equals or exceeds One Hundred Dollars (\$100.00). Provided, a school district shall deposit accumulated monies into the fund not less than one (1) time per week, regardless of whether the monies total One Hundred Dollars (\$100.00).