



**Andover USD 385**  
FUNDRAISING APPLICATION  
*\*for use by USD #385 sponsored organizations only\**

**APPLICANT MUST AGREE TO ALL POLICY AND PROCEDURES DISCLOSED ON AND ATTACHED TO APPLICATION**

- Application must be completed, signed and submitted to building administrator (please allow 2 week lead time)
- Applicant classification is defined as:
  - **External** (Booster Club, PTO, AAF, etc.) or **Internal** (student club/organization, activity, athletic, etc.)
- **Fundraising Definition:** Fundraising is the process of securing revenue, supplies or equipment to supplement and/or enhance approved school sponsored programs. These fundraising activities have been reviewed and approved by school administration and are consistent with the district’s mission, vision and belief statements.
- **Belief Statement:** The Andover district provides funding for approved programs. Students will not be denied full participation in approved programs because of financial hardship.
- **Guiding Principles:** Fundraising activities involving students will be developmentally appropriate. There must be a connection between the proceeds raised by the fundraising activity and the stated purpose for the fundraising. The fundraising activity must be consistent with the primary objectives of the sponsoring organization. Participation in fundraising will not be considered as a mandatory requirement for membership in the organization nor will it influence a student’s grades or standing on a team. Student safety is a priority in all fundraising activities. All fundraising activities will be sponsored by an approved school organization or program.

**Applicant Classification:**    External \_\_\_\_\_                      Internal \_\_\_\_\_    Activity Fund \_\_\_\_\_

School Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Organization: \_\_\_\_\_

Name of requestor (organizer): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Name of individual(s) collecting funds: \_\_\_\_\_

Company used for fundraising: \_\_\_\_\_ Method of advertising/publicity: \_\_\_\_\_

Description of the activity:  
\_\_\_\_\_  
\_\_\_\_\_

Proposed use of funds:  
\_\_\_\_\_  
\_\_\_\_\_

Persons involved in the activity (students, parents, community): \_\_\_\_\_

Amount of money projected to be raised: \_\_\_\_\_ Estimated receipt date: \_\_\_\_\_  
**(If \$500 or more, forward to Assistant Superintendent-Human Resources)**

Date(s) activity is to occur: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Time & Place event/activity will take place: \_\_\_\_\_

District facility requested (if any): \_\_\_\_\_

**Online facility request completed:**    yes                       no

(Continued on Reverse – Signature Required)

Additional approval required by: Technology  Operations

*Application must be forwarded to appropriate department for approval if use of funds is technology or facility related*

**Additional Comments:**

I acknowledge receipt of attached Fundraising procedures and agree to adhere to all USD 385 policies.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Printed Name

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Signature of building administrator

The following signatures are only required if funds are estimated to reach \$500 or more, or if funds will be used to purchase technology/facility related equipment/services.

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Signature –Technology/Operations (if required)

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Signature of district administrator (if required)

All approved fundraisers must be recorded by building administration in central repository for district tracking.

- *Copy of application should be retained by sponsor/requestor and Building Administrator*
- *Application should be sent to Director of Technology or Executive Director of Operations for approval if required*
- *Application should be sent to Assistant Superintendent-Human Resources for approval if \$500 or more*
- *Requestor shall be notified by building administration of approval/denial*



## ANDOVER USD385 FUNDRAISING POLICY AND PROCEDURES

### EXTERNAL REQUESTS (Booster clubs, PTOs, AAF, etc.)

- Application must be completed in full, signed and submitted at least two weeks before fundraiser
- Online facility request must be completed before application may be submitted
- Application must be approved by building administrator
- Additional review/approval is required by the Director of Technology and/or Executive Director of Operations for fundraising intending to purchase technology related items, equipment or modifications to facilities requiring installation
- Fundraising activities estimated to generate more than \$500 in revenue must be forwarded to district administration for approval to comply with BOE policy on donation acceptance
- Handling of funds related to proposed fundraiser is subject to all regulations/guidelines as established by the external organization and are to be followed accordingly.
- Donations will be accepted by USD 385 in accordance with current Board of Education (BOE) policy.
- **USD 385 reserves the right to deny any and all fundraising activity.**



## ANDOVER USD385 FUNDRAISING POLICY AND PROCEDURES

### INTERNAL REQUESTS (student clubs/organizations, activities, athletics, etc.)

- Application must be completed in full, signed and submitted at least two weeks before fundraiser
- Online facility request must be completed before application may be submitted
- Application must be approved by building administrator
- Additional review/approval is required by the Director of Technology and/or Executive Director of Operations for fundraising intending to purchase technology related items, equipment or modifications to facilities requiring installation
- Fundraising activities estimated to generate more than \$500 in revenue must be forwarded to district administration for approval to comply with BOE policy on donation acceptance
- Donations will be accepted by USD 385 in accordance with current Board of Education (BOE) policy.
- All buildings will be responsible for recording all approved fundraisers in the appropriate central repository for district wide tracking.
- **USD 385 reserves the right to deny any and all fundraising activity.**

### HANDLING OF FUNDS

- **All fundraisers will have two (2) sponsors**
  - Must be district employees
  - Must be approved by building administration
- **All receipts must be recorded by sponsors**
  - Student sales must be recorded identifying student, dollar amount, and date
  - Group sale events must be recorded by event (car wash, bake sale, etc.) dollar amount & date (student participant list is optional)
- **All funds will be deposited into the schools' activity fund account**
  - All funds will be counted by both sponsors and reported/submitted to the school office manager on a daily basis for deposit (funds received at an evening or weekend event must be turned in the following school day)
  - All funds must be secured in a locked area at all times for proper safeguarding
  - All check contributions will be made payable to the school
    - Memos should reference the specific fundraiser or organization/club/activity/athletic team
    - No checks are to be held or post dated