

**AKRON PUBLIC SCHOOLS  
Business Affairs**

**FUND RAISING REQUEST**

**SCHOOL NAME:** \_\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_

**PROFESSIONAL FUND RAISER:** \_\_\_\_\_

**TYPE OF FUND RAISING ACTIVITY:** \_\_\_\_\_

**EVENT DATES:**

**Start:** \_\_\_\_\_

**End:** \_\_\_\_\_

**EXPECTED:**

**Revenues:** \_\_\_\_\_

**Expenses:** \_\_\_\_\_

**PROFIT (Loss):** \_\_\_\_\_

**Actual Profit/Loss Due Date:** \_\_\_\_\_

**EVENT DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_

All requests are to be made at least **10 school days prior** to the sales date. The school organization sponsor will not commence a project until receipt of approval.

**Executive Director, Business Affairs signature and approval required for professional fund raisers.**

**Principal signature and approval required for all fund raisers.**

\_\_\_\_\_  
**Activity Advisor (Date)**

\_\_\_\_\_  
**Building Principal/BLT (Date)**

\_\_\_\_\_  
**Executive Director (Date)  
Business Affairs**

\_\_\_\_\_ **Approved**      \_\_\_\_\_ **Not Approved**

\_\_\_\_\_ **Approved**      \_\_\_\_\_ **Not Approved**

**(OVER)**

## **FUND RAISING RULES AND REGULATIONS**

### **GENERAL GUIDELINES**

- A ***Fund Raising Request*** form must be completed for all fund raisers.
- No student will be required to participate in any fund raising activity.
- Games of chance, lotteries or raffles in school buildings or on school premises are prohibited.
- Fund raising activities shall be confined to non-instructional time with the exception of career education classes where the activity is a part of the curriculum.
- In-house sales of popcorn, baked items, craft and other similar items, or carnivals, may take place within the school building with the approval of the school principal.
- A written report of each fund raising activity, including a full financial accounting, must be completed and filed in the principal's office.
- All revenues generated must be deposited within 24 hours and recorded by using account practices described in the student activity manual.
- Incentives, prizes and awards may be provided only on a school-wide basis, with all students sharing equally.
- Such incentives, prizes and awards should be family-oriented.
- Gifts in connection with fund raising are prohibited and all monies generated should go to the school project.
- Food and drink items may not be sold in competition with the Child Nutrition Services meal program.
- Student Activity fund raising records must be kept for four (4) full years. They should be properly stored and labeled.

### **PROFESSIONAL FUND RAISING ORGANIZATIONS**

- Professional fund raising organizations must be approved each year by the Executive Director, Business Affairs and receive a current year vendor identification card following submission of correct forms and approval. ***Vendor Authorization Cards must be renewed yearly.*** Building principals should check fund raising organization for their current vendor's card.
- The ***Fund Raising Request*** must be submitted by the building principal and approved by the Executive Director, Business Affairs **prior to entering** into a contract for a fund raising activity conducted by a professional fund raiser.
- Schools **may not enter** into multiple year contracts with vendors.
- Only high quality products offered through reliable firms may be used in contractual fund raising activities with professional organizations.

### **ELEMENTARY/MIDDLE SCHOOLS**

- Each school and related organization may conduct a maximum of **FOUR (4)** fund raising events each school year using the services of professional fund raising companies.
- City series athletic event tickets may be sold and 25% of the student presale ticket sales and 50% of adult presale ticket sales may be retained with the exception of playoff and championship games.
- The sale of candy packaged in containers for K-8 grades is permitted. Pre-order forms are encouraged.
- **Door-to-door sales are prohibited for students in K-8 grades.**
- Parents of students in K-8 grades should be provided advance written notice of the purpose, dates and duration of the fund raising activity.

### **SENIOR HIGH SCHOOLS**

- Efforts should be made to limit and coordinate fund raising within the school so as to minimize the number of student contacts within the community.
- City series athletic event tickets may be sold and 25% of the student presale ticket sales and 50% of adult presale ticket sales may be retained with the exception of playoff and championship games.

### **SCHOOL-RELATED ORGANIZATION**

- School-related organizations must have the approval of the building principal for fund raising activities. The use of the school's name and facilities will not otherwise be permitted, nor will funds raised otherwise be accepted for use in student activities.
- Fund raising activities will not be approved which are not in the best interests of the students and the school district.
- School-related organizations must designate those persons who will have financial responsibility for each fund raising project.
- School-related organizations must get specific permission to use school property from the building principal.
- If non-school organizations such as booster clubs sponsor fund raising activities, all advertisements, flyers and related paperwork must clearly state the organization's name. A very distinct line must be drawn between school and non-school events.