

## **Student Organization fundraising**

Student Organization fundraising is where a specific student group within our schools or District sponsor some type of fundraising to support that group's activities. The money is collected by the student organization (Faculty Advisor) and is deposited by the Principal into the school's Activity Account. The student group has a subaccount within the Activity Account and the funds the group raises are spent for the benefit of that group. This could include groups such as: the National Honor Society, the Senior Class, the Art Club, or the Girls Soccer Team for example. The following are required for student organization fundraising activities:

1. Signed Fundraising application (Appendix A) form (Principal) prior to the start of the fundraiser. The fundraising application will be forwarded to the Superintendent for review and approval (signoff).
2. Participation in the fundraiser is voluntary for students and/or staff.
3. The fundraiser is safe. Students may not participate in door-to-door sales.
4. The purpose of the fundraiser is in line with the vision, mission, goals and objectives of the Webster Public Schools.
5. The proceeds from the fundraiser benefits all students.
6. The accounting practices associated with the School Activity Accounts are followed and proper documentation is maintained. The School Principal is responsible for maintaining the Activity Account.
7. The School Committee will receive the signed fundraising applications on a regular basis for review, and will provide any feedback on specific fundraisers at its discretion. All information related to the finances associated with a specific fundraiser may be reviewed by the Committee at its request.
8. The Fundraiser is posted on the School District website on the fundraising page.