

## **School-Based Fundraising**

Our schools often engage in fundraising where products or services are sold to raise money to pay for activities, materials, equipment, services, etc. This might include spiritwear sales, magazine drives, candle sales, gift wrap sales, etc. The money is collected by our school (Faculty Advisor) and the money is deposited by the Principal into the School's Activity Account. The following are required for School-based fundraising activities:

1. Signed Fundraising application 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.