

Campbell ISD Fundraising Guidelines

Reference Material-

Fundraising Protocol- attached
Districts Procedures- This narrows the protocol
Board Policy- FJ

District Procedures:

- 1. Campbell ISD does not allow food or candy fundraisers during the school day.**
- 2. Each Bona fide organization may only have two fundraisers. (Must be recognized by the district as a club, elect officers, have regular meetings following Robert's Rules of Order, keep minutes, and vote on allowable expenditures as defined in policy)**
- 3. Any clothing sales to students, staff, parents, or community must charge taxes and reflect in accounting ledger.**
4. Must have approval from the campus principal.
5. Read additional guidelines for your specific fund raising activity.
6. Signed forms for distributing materials should be kept.
7. Money MAY NOT BE collected during instructional time.
- 8. An accounting spreadsheet should be kept for each student turning in money, the amount, the amount of items and signed by both you and the student (attached).**
- 9. Upon collection, all money will be placed in the safe each morning or night, and daily bank deposits will be made. Should you miss being able to give the money to campus administration after school, the money should be brought to the Administration building to lock in the safe.**
- 10. After school and Weekend fundraisers off campus or on campus at night: A drop bag will be given and money will be dropped in the banks night deposit box. KEEP THE KEY to the bag when dropping it in the night deposit bin. Melissa will pick up the bag on the next business day and meet with you to count it for deposit later that same day.**
- 11. NO MONEY MAY BE KEPT WITH THE SPONSOR/Designee OR IN THE SPONSORS CLASSROOM, CAR, HOME or anywhere other than the safe or dropped in the night deposit.**

Teacher Procedural Checklist:

- _____ 1. Determine the need and amount you are anticipating you will raise.
- _____ 2. Choose a fundraiser that would enable you to gain the needed funds.
- _____ 3. Turn in a Fundraiser Raiser Request Form(eduphoria).
- _____ 4. Obtain approval from the Principal prior to ordering fundraising materials.
- _____ 5. Once approved: Read any additional guidelines the principal may have outlined as well as policies related to your fundraising.
- _____ 6. Order materials
- _____ 7. Check out materials to students and have them sign for the items.
- _____ 8. Keep an accounting spreadsheet. All money should be collected prior to school or afterschool. (Money may not be collected during class time (see protocol).
- _____ 9. Teacher and student sign the accounting spreadsheet agreeing to the amount turned in and that it equals the amount sold.
- _____ 10. Receipt given to student with the amount collected
- _____ 11. Upon completion of the entire fundraiser, all documents, receipt books and accounting spreadsheets will be turned into the principal (make a copy for your records). THESE MUST BE KEPT ON FILE FOR TWO YEARS).
- _____ 12. All activity accounts are subject to internal and external audits.