

AFSA High School

Adopted: January 22, 2008
Revised:

District 4074

735 FUNDRAISING

I. PURPOSE

To provide consistent procedures for all fundraising activities at AFSA.

II. GENERAL STATEMENT

AFSA provides fundraising opportunities for school sponsored activities in compliance with UFARS, state law and Government Auditing Standards.

III. DEFINITIONS

- A. "Fundraiser" is any organized activity of soliciting and collecting Financial Support for school sponsored activities.
- B. "School sponsored activity" is any activity which is authorized by AFSA Administration or AFSA School Board for the benefit of AFSA students.
- C. "Authorized Fundraiser Expense" is any expense directly associated with the cost of conducting the fundraiser.
- D. "Financial Support" is any contribution to a School Sponsored Activity, including, but not limited to money, material resources and equipment.
- E. "Responsible Adult" is any person over the age of 21 who has graduated from high school and is not a legal dependent of another person.

IV. FORMS

- A. Fundraiser Request Form-This form is used to request authorization for a fundraiser prior to the event.
- B. Fundraiser Statement-This form is turned in with the proceeds of each fundraiser.

V. PROCEDURES

1. Only School Sponsored Activities may hold Fundraisers.

2. All fundraisers must be authorized by the school administrator or their designee. The “Fundraiser Request” form must be filled out and turned in to the administrator at least one week in advance of the proposed activity.
3. After the Fundraiser Request has been approved the following procedures are in place:
 - a. Two Responsible Adults will be required for each Fundraiser.
 - b. The two Responsible Adults will provide training and information as needed to the participants of the fundraiser.
 - c. Two Responsible Adults will both count the amount of funds raised. (These two people may be different from the people requesting the fundraiser).
 - d. All Financial Support for the Fundraiser whether it is cash, check, money order or in-kind donations will be turned over to the school for deposit.
 - e. Financial Support from Fundraisers will not be deposited in private accounts nor held as cash for expenses.
 - f. The Fundraiser Statement will be signed and turned in to the administration with all Fundraiser proceeds within three business days of the end of the Fundraiser.
 - g. A receipt or invoice for all Authorized Fundraiser Expenses will be attached to the Fundraiser statement.
4. All funds will be maintained in UFARS for the school sponsored activity that requested the fundraiser.

VI. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the groups involved in fundraising, which may include use of the school credit card, cash box, or other individualized procedures.

VII. VIOLATIONS

Any individual or group found to have violated these procedures and/or the directives and guidelines implementing it shall be subject to disciplinary action, which may include suspension or cancellation of fundraising privileges, suspension or cancellation of the activity being funded or other sanctions.

References: Government Auditing Standards, Comptroller General of the United States
<http://www.gao.gov/govaud/ybk01.htm>

Uniform Financial Accounting and Reporting Standards
Specifically Chapter 14
MANUAL FOR ACTIVITY FUND ACCOUNTING (MAFA)
Revised April 2007
<http://education.state.mn.us/mdeprod/groups/Finance/documents/Manual/031896.pdf>