

Harrisburg School District
Business Operating Procedures
Fundraising Guidelines

The Harrisburg School District recognizes that student body activities and fundraising are an integral part of a child's development into adulthood. Comradery and harmony among fellow classmate are important elements in preparing pupils for personal productive lives. Through properly developed and administered student activities and fundraisers, positive attitudes toward learning and work can be enhanced.

The raising and expending of 'fundraiser' monies shall have one purpose, to promote the general welfare, education and morale of pupils.

All funds collected shall be deposited in an approved Harrisburg School District account the same day as receipt of the funds.

All disbursements shall be through the Business Office (cash payments are not permitted). Funds shall be disbursed for only those item(s) as noted on the fundraiser approval form (how the profits are to be used). Should another purpose be identified, additional Board approval is required.

Fundraising events shall produce a net profit for the school/organization of not less than 40% of the gross sales.

The intent of the fundraising project shall not, directly or indirectly, offset or replace the normal cost of educational, co-curricular and extra-curricular programs of the District.

Undue pressure shall not be placed upon patrons to buy products.

Advisors/sponsors of the project/event shall structure the activity so as not to place excessive pressure on pupils to solicit door to door sales, collect funds or be accountable for money.

Personal Checks for payment for products are not to be accepted for any reason. NO EXCEPTIONS.

The fundraising activity shall not make use of any raffle, lottery or other form of gambling.

Only vendors approved by the Business Office can be utilized for fundraising purposes.

Fundraiser groups shall not be permitted to use the Harrisburg School District Tax Identification Number.

Fundraising activities for the purpose of supporting a field trip may not be held until after the request of the field trip has been approved by the Board of Directors.

The Advisor/Sponsor is required to submit a profit and loss statement to the Business Office at the end of the fundraising activity, detailing all revenues collected and monies expended.

A fundraising event may not consist of food items being sold prior to the beginning of the school day or for example, sandwiches being sold for lunch.