

SENECA VALLEY GRADUATION PROJECT *FUNDRAISING PROJECTS POLICY*

Students who develop projects that involve fundraising for a charitable organization must follow the guidelines outlined below:

For project approval:

- The student must submit with the Project Proposal a copy of the original letter written to the organization outlining the plan for the fundraising.
- The student must have a letter from the organization that acknowledges that the student is raising money for the organization. The letter must be on the official stationery of the organization and signed by the head of the local chapter, if it is a national group. This letter must accompany the student's Project Proposal.

For project completion:

- The student must provide an accounting procedure for funds collected including but not limited to name of donor, time and place collected, and amount of each donation. Due to the varying approaches developed for fundraising, students' accounting procedures may also vary. **Each student must raise a minimum amount of \$500.**
- An Accounts Receivable Log will be a required Portfolio item for students completing fundraising projects.
- Before the Project due date, students must submit a letter from the organization acknowledging receipt and amount of the monies collected.
- A Receipt of Funds letter will also become a required Portfolio item for students completing fundraising projects.

Students who do not provide proof that the monies have been received by the organization will receive an Incomplete on the Project portion of the Graduation Project. This will also affect the grades received on the Portfolio and Presentation components of the Graduation Project.

In addition, the names of these students will be forwarded to the administration for further action. If fraud is suspected, the administration may contact the proper authorities.

FUNDRAISING PROJECTS POLICY, CONT'D.

What is an accounts receivable log?

An accounts receivable log is a simple chart that indicates the nature of monetary donations. It should include these basic items:

- Source of donation (Who gave the money?)
- Type of donation (cash, check, PayPal, Venmo, etc.)
- Amount of donation
- Date donation was received
- Running tally of accumulated donations

See example below:

Donation Source	Donation Type	Donation Amount	Date Received	Running Tally
<i>Mr. Ceh</i>	<i>Cash</i>	<i>\$10.00</i>	<i>Sept. 20, 2019</i>	<i>\$10.00</i>
<i>Mr. Butschle</i>	<i>Check</i>	<i>\$15.00</i>	<i>Sept. 28, 2019</i>	<i>\$25.00</i>
<i>Bake Sale Proceeds</i>	<i>Cash</i>	<i>\$25.75</i>	<i>Oct. 1, 2019</i>	<i>\$50.75</i>
<i>Grandma Jean</i>	<i>Venmo</i>	<i>\$10.00</i>	<i>Oct. 2, 2019</i>	<i>\$60.75</i>
TOTAL				\$60.75

Fundraiser Checklist

For approval:

_____ Write letter to charity AND upload copy of letter to Proposal (on MySites)

_____ Upload copy of letter RECEIVED from charity to Proposal (on MySites)

For evidence/completion of project:

_____ Create accounts receivable log AND enter all donations on it

_____ Upload completed accounts receivable log to MySites (on Log, Timecard, Evidence Check #3)

_____ Donate money to charity and obtain a receipt (ASK for a receipt!)

_____ Upload RECEIPT OF FUNDS from charity to MySites (on Log, Timecard, Evidence Check #3)