

Donation Procedures

- When a donation form is being requested by a club sponsor or any other organization they must first follow the following procedures before accepting any donation of any kind.
- The Raymondville Independent School District Board Policy CDC (Legal) states that: All bequests of property for the benefit of the public or schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended:
- For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or
- For any legal purpose if the donor designated no specific purpose.
- The following form must be completely filled out by the donor.

Raymondville ISD Donation Form The Raymondville Independent School District Board Policy CDC (Legal) states that: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended: 1) For any purpose designated by the donor that is in keeping with

purpose if the donor designated no specific purpose. Type: () Cash/Check () Gift Card () Materials () Equipment **Donor Information:** Donor Name: _____ Organization: ____ City: _____ State: Zip Code: Donated to: Purpose of Donation: Value of Donated Property: S_____ Describe/Itemize Donated Property: Donor Imposed Restrictions, if any: Donor Signature To Be Completed By District Official Donation approved by: (Superintendent, or Board of Trustees if value equal to or over \$1000) To Be Completed by Business Office Date of Receipt: Amount Received (if cash): \$____ [] Cash [] Check # Deposited to account #:

Location:

Fixed Asset Tag #:

the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal

Donation Procedures

- Completion of this form is required prior to the district's consideration of a proposed donation to the Raymondville ISD Public Schools.
- The <u>donation form</u> is to be completed in its entirety and submitted to the principal prior to receipt of any donated goods, services, or funds.
- Donation equal to or over \$1,000 must be approved by the Superintendent or Board of Trustees
- After donation form has been approved and processed donor will be contacted with approval to processed with donation.



- When a club sponsor comes in to my office to request a fundraiser I guide them to the following procedures they have to follow before any fundraising can undertake.
- The faculty club sponsor will have to sign the form titled Fundraiser Application
 Form on our districts web page under the tab departments then forms. On page 7
 you will find a sample of the fundraiser application form.
- Before undertaking any sponsorship of student club or organization. The form will be submitted to and approved by campus principal, finance clerk and Business Office or Food Service Director before the fund raiser begins.
- When fundraiser has been approved and a copy have been emailed to me I then
 go ahead and print out a copy of approval form and let club sponsor know about
 approval so they can go ahead and start there fundraising.

Fundraising Procedures

 Any monies deposited into the student activity bank account must have an approved Fund Raiser Form attached with Deposit Talley Sheet.

Cash Collected from fund raiser:

- In- District: Checks/Cash received by club sponsor will be verified by myself and the club sponsor before they leave my office after processed receipt will be given to the sponsor then monies will be locked up in campus safe.
- Any Out of –District: Sponsor is responsible for the safe keeping of cash/ checks
 in a lock location until next school day.
- Next school day funds will be entered in skyward SBAA issued a cash receipt that
 will be attached to the deposit bag along with fund raiser application and deposit
 tally sheet and taken over to business office for deposit.



	This application must be properly approved prior to commencing fund-raiser								
Campus:	Team Club:			Sponsor:					
Type of sale:		Vendor:	Vendor:						
Beginning date:	End c	fate:		Tir	ne:				
Lucation of fund-raiser									
Benefit and Purpose of	fund-raiser (be very specific):								
	B .	to the second							
2000 00	Product cost per unit:				5	ales Pr	ce :		
Estima	ate Anticipated Revenue:								
	Less Cost of Fund-raiser: Anticipated Profit: \$								
For calcutan min		The second second		_					
For sales tax purpose:	One day sale	Yes			No				
l am familiar with the so	shool and district policies and pr	the drop down se ocedures regardi	ng the e	X ale of m	erchand	ise at e	chool as	nd in the	
community. By signing fund-raiser.	below, I agree to abide by the E	District's requiren	nents and	be acc	ountable	for the	above	named	
	Alabarata and a second of the								
agree to submit all cash	venecks to the student activity f	und clerk on the	next sch	ool day	after co	mpietic	n or the		
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Club Sponsor's Signature Approval at Campus Levisignature:	e Date	Approved	Represer			ng to Co			1
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Club Sponsor's Signature Approval at Campus Lev Signature: If demed, reason Approval by Finance Cle Signature: Approval by Lood Service Sponsory	2 Date Campus Principal) rk: c Director. (If selling food items)	Approved Date: Approved Date: Approved. Date:	Yes Yes			No.			
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CLUB/SUB-ACCOUNT	NAME	ACCOUNT #	DATE	RECIEPT #
CHECKS	CHECK #	AMOUNT		
-				
No.				
-				
_		-		
_				
-				
_				
_				
_				
_				
TOTAL CHECKS		\$ -	\$	
CURRENCY	QUANITY	AMOUNT		
\$100	0	0.00		
\$50	0	0.00		
\$20	0	0.00		
\$10	0	0.00		
55	0	0.00		
52	0	0.00		
51	0	0.00		
OTAL CURRENCY		\$ -	\$	
OINS	QUANITY	AMOUNT		
\$1	0	0.00		
\$0.50	0	0.00		
\$0.25	0	0.00		
\$0.10	0	0.00		
\$0.05	0	0.00		
\$0.01	0	0.00		
OTAL COINS		5	5	_
		DEPOSIT	TOTAL 5	
COUNTED BY		_	MEDI	FIED BY