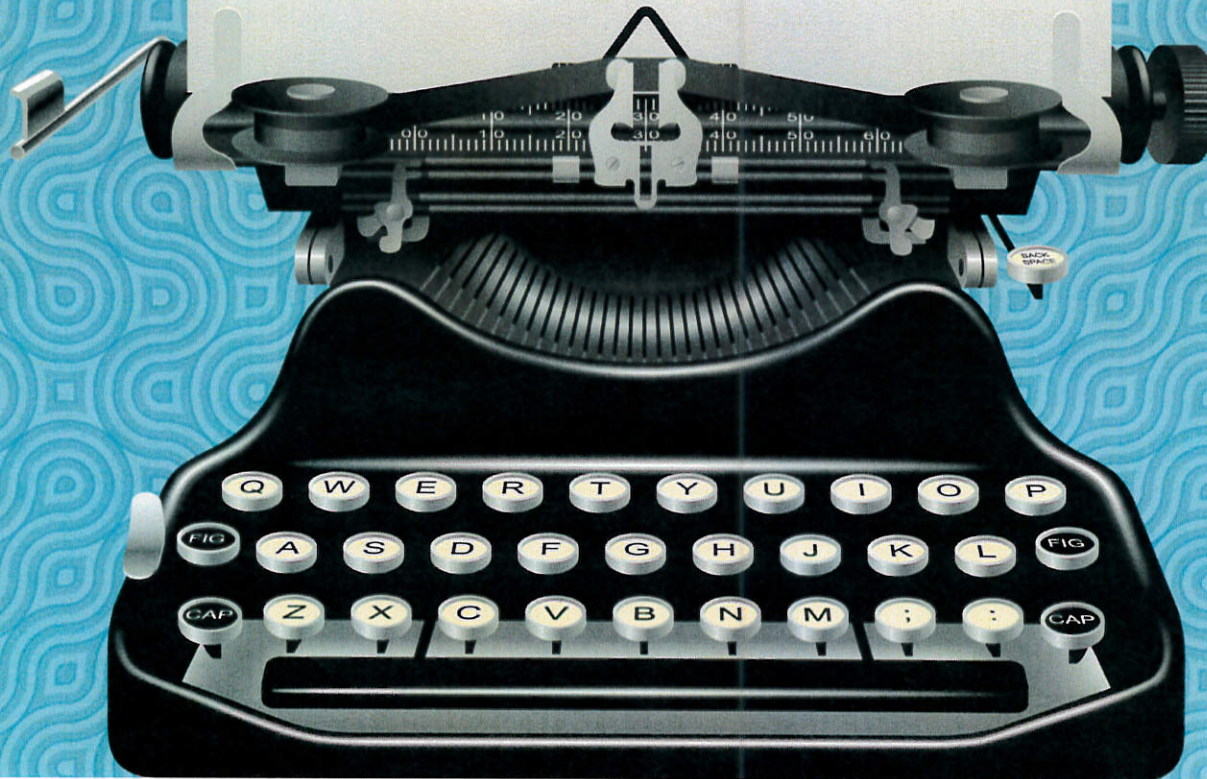


Donation and Fundraising Procedures

Presented by Annabel Pruneda,
Myra Green Middle School
Finance Clerk





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.



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 [donation form](#) 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.



Fundraising Procedures

- 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.



Raymondville Independent School District

419 FM 3169, Raymondville, Texas 78580
Phone: (956) 689-3175 • FAX: (956) 689-3180 - Business Office

FUND-RAISING APPLICATION FOR ACTIVITY FUNDS

This application must be properly approved prior to commencing fund-raiser

Campus: _____ Team Club: _____ Sponsor: _____

Type of sale: _____ Vendor: _____

Beginning date: _____ End date: _____ Time: _____

Location of fund-raiser: _____

Benefit and Purpose of fund-raiser (be very specific): _____

Product cost per unit: _____ Sales Price: _____

Estimate Anticipated Revenue: _____

Less Cost of Fund-raiser: _____

Anticipated Profit: \$ _____

For sales tax purpose: One day sale Yes No

From the drop down select an X

I am familiar with the school and district policies and procedures regarding the sale of merchandise at school and in the community. By signing below, I agree to abide by the District's requirements and be accountable for the above named fund-raiser.

I agree to submit all cash/checks to the student activity fund clerk on the next school day after completion of the fund-raiser.

Club Sponsor's Signature	Date	Representative at Meeting to Consider Approval
Approval at Campus Level: _____ (Campus Principal)	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature: _____	Date: _____	
If denied, reason: _____		
Approval by Finance Clerk: _____	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature: _____	Date: _____	
Approval by Food Service Director: (If selling food items) _____	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature: _____	Date: _____	
Approval by Athletic Director: (If Requesting Use of Stadium) _____	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature: _____	Date: _____	
Approval at Business Office: _____	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature: _____	Date: _____	
If denied, reason: _____		

