

FUNDRAISING PROCEDURES

This section applies to ALL clubs, classes, student groups, and athletic teams

Fundraisers may be held in order to maintain funds in co-curricular accounts for various activities.

All fundraisers must first be approved by the Student Activities Administrator and then the Director of Student Activities.

FUNDRAISING CANNOT TAKE PLACE WITHOUT PRIOR APPROVAL.

The Board of Education recognizes there may be some need for students to raise funds to conduct school activities. All such related activities are regulated by the district and must be:

1. Conducted by a recognized student group under the supervision of a board approved coach, club or class adviser.
2. Activities that are age-appropriate to grade level and educational level of the student.
3. Conducted in such a manner and at such times as not to encroach upon instructional, or involve excessive out of school time.
4. Conducted to avoid excessive financial impact on the community.
5. Limited to prevent overemphasis on fundraising as part of the co-curricular or educational program.
6. Activity Permit Request Form and Fundraising form: If you need to utilize Orchard Park Central School District buildings and/or grounds, an Activity Permit Request form must be submitted and approved prior to submitting a Fundraising form.
7. Athletic teams who fundraise must also adhere to any additional fundraising procedures established by the Director of Athletics.

Activity Permit Request forms and Fundraising forms are available online, on the high school website in the Student Activities section. If you are using OPCSD grounds or facilities, Activity Permit Request forms must be submitted and approved prior to submitting a Fundraising form. All fundraising forms must be turned in a minimum of ten (10) school days prior to the fundraising event. NO EXCEPTIONS!! Any request that does not meet this requirement will be denied and returned to the coach, class or club adviser. Please be advised you need to plan ahead.