1510 E

PUBLIC SALES ON SCHOOL PROPERTY

Fundraising Overview

- The Faculty Advisor will request approval for fundraising activities from the Chief Faculty Counselor (Principal) and the Superintendent of Schools.
- Fundraisers should have some educational benefit for students.
- Receipts, invoices, and quotes for events should be submitted to the Central Treasurer in a timely manner.
- Events with an admission fee must issue prenumbered tickets, to track and verify the number of tickets sold.
- When collecting money, issue pre-numbered receipts in the duplicate, the original should be given to the purchaser and the duplicate returned to the Student Activity Treasurer.
- Student Treasurer should keep a ledger of all transactions.
- Personal Venmo, CashApp, Zelle, or other online banking accounts cannot be used to collect money for fundraisers.
- The sale of food items during school hours is prohibited.
- Door to door solicitation is prohibited.
- At the completion of a fundraising event, monies must be immediately counted and documented by the Student Activity Treasurer and Faculty Advisor.
- Student Activity Treasurer will prepare a Deposit Reconciliation Form and deliver money to the Central Treasurer as soon as possible, after a fundraising event.
- Central Treasurer will verify the money received and issue a pre-numbered receipt to the Student Activity Treasurer.

Cross-ref: 1511, Advertising in the Schools

Approved by the Board of Education: **06/12/25**