



SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS
FUNDRAISING / FEE COLLECTION REQUEST

Reference No. _____

Business Office

School / Department: _____

Activity Account: _____

Club Advisor / Teacher: _____

Beginning Date for fundraiser / fee collection: _____ Ending Date: _____

Fee Amount, dollars per student: _____ Date(s) of event, if applicable: _____

Time(s) of collection: ☐ Before School ☐ During School ☐ After School ☐ N/A

Purpose of Fundraiser / Fee Collection (field trip, clothing, donation, etc.): _____

Do you want the Fundraiser / Fee added to PaySchools for online payments? ☐ Yes ☐ No

For Fundraisers

Full description of fundraiser: _____

Expected monetary goal: _____

Target Audience (Parents, Students, Extended Community): _____

Recipient of funds raised (SPF club, Non-profit org, etc.): _____

If a donation, include EIN of tax-exempt organization: _____

Is this an activity that requires licensing? (e.g. raffle sales) ☐ Yes ☐ No

All food sales must be before, or at the end of the school day, to avoid conflict with Cafeteria sales. Food served, sold, or given out as free, anywhere on school property, at any time during school hours, must not have sugar listed as the first ingredient.

Club Advisor / Teacher: _____ **Date:** _____

Principal / Supervisor: _____ **Date:** _____

Athletic Director (if required): _____ **Date:** _____

Business Administrator: _____ **Date:** _____

Directions: Complete this form for all collections of money, by school staff, advisors & school-related groups. Submit form to the office of the School Principal / Supervisor **at least 10 days prior** to the start of any fundraising or fee collection.

Once approved at the school / departmental level, send forms to the Business Office for final approval by the Business Administrator. A signed copy of this form will be returned to the school / department to serve as confirmation of approval.

If related to a sport, forms must be approved by the Athletic Director.

See second page for more detailed instructions.



SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS

FUNDRAISING / FEE COLLECTION INSTRUCTIONS

*Any type of monetary collection, by staff, advisors, or school-related groups, requires an approved Fundraising / Fee Collection Form. Once the form is submitted to the office of the Principal / Supervisor, and approved, it should be sent to the Business Administrator for final approval. This form must be approved at least **10 days prior** to any fee collection. Please reach out to the Business Office with any questions.*

Accepted Methods of Payment—Cash, Checks, PaySchools

Although it is not the preferred method, cash is an accepted payment method for all fee collections, and must be properly documented.

Check Collection

- Checks should be made payable to **Scotch Plains-Fanwood Board of Education** or **SPF-BOE**
- Checks should be written in blue or black ink; any other color may be returned to be reissued
- Advisors should confirm checks are signed and dated correctly
- Checks over 14 days old must include a written reason for the delay, to be included with deposit
- Do not staple checks to each other, or the deposit slip

PaySchools Payments

All schools are eligible to use PaySchools for fee collection. To have a fee added to PaySchools, advisors should mark **yes** to the question: ***Do you want the fundraiser or fee added to PaySchools for online payments?*** After approval, the Business Office will add the fee to PaySchools, and email confirmation to the Advisor(s) noted on the form. The advisor(s) will receive emails with any payments that are made, and can keep track accordingly.

Depositing of Funds—24 Hours

Funds collected for a student activity shall be turned into the Principal / Supervisor's office ***no later than 24 hours or the next available school day after collection.*** Funds should then be sent to the Business Office within 24 hours.

Deposit Forms

When depositing funds to the office of the Principal / Supervisor, please utilize the [Deposit Form](#) to itemize cash, check, money order, etc., as well as the date that you received the funds, *not* the date that appears on the check.

Donations

Clubs must disclose all of the intended recipients when fundraising, including if a portion of the profit will return to the club or group that is collecting. If intending to donate to a non-profit organization, no more than 20% of fundraised profits should go back to the club or group.

Charities / Non-Profits must have a Employer Identification Number (EIN) that can be found on the [IRS website](#). This number should be included on the Fundraising Form