

**PLATTSMOUTH COMMUNITY SCHOOLS  
REQUEST FOR FUNDRAISING OR CAMP ACTIVITY**

.....  
-FUNDRAISING/CAMP ACTIVITY DESCRIPTION (be specific):

\_\_\_\_\_

**-WILL YOU BE USING ONLINE FUNDRAISING?** \_\_\_\_\_

**IF YES, WHAT IS THE NAME OF THE ONLINE PLATFORM?** \_\_\_\_\_

-SPONSOR'S (EMPLOYEE'S) NAME: \_\_\_\_\_

- FUNDRAISING GROUP (NAME OF THE SCHOOL BUILDINGS OR ACTIVITY FACILITATING THE FUNDRAISER): \_\_\_\_\_

-BUILDING: \_\_\_\_\_

- LOCATION(S) WHERE FUNDRAISING OR CAMP WILL OCCUR: \_\_\_\_\_

\_\_\_\_\_

-START DATE OF ACTIVITY: \_\_\_\_\_

-END DATE OF ACTIVITY: \_\_\_\_\_

-APPROX NUMBER OF ITEMS TO BE SOLD OR PARTICIPANTS IN CAMP: \_\_\_\_\_

-COST OF ITEMS OR CAMP FEE: \_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_

\_\_\_\_\_

**FUNDRAISER/CAMP SPONSOR**

**DATE**

\_\_\_\_\_

\_\_\_\_\_

**BUILDING ADMINISTRATOR**

**DATE**

\_\_\_\_\_

\_\_\_\_\_

**SUPERINTENDENT**

**DATE**

See the back of this form for the procedures outlined in Board Policy 3180. Proceeds from fundraisers are to be available for pick up by the administration center administrative assistant on the next business day. Please place the cash and checks in a sealed envelope marked with the name of the specific fundraiser or camp.

It is the policy of Plattsmouth Community Schools that **NO FUNDRAISING OR OTHER MONEY COLLECTED UNDER THE AUSPICES OF PLATTSMOUTH SCHOOLS OR BY STUDENTS OF PLATTSMOUTH SCHOOLS ALLUDING TO HELPING FUND ACTIVITIES OF THOSE STUDENTS WILL BE HELD IN ANY ACCOUNTS OTHER THAN THE ACTIVITY ACCOUNTS OF THE PLATTSMOUTH SCHOOLS. All monies collected by students for fundraising activities will be turned DIRECTLY into the building office or Business Manager's office in a timely manner. RECENT CHANGES IN ACCOUNTING LAW MAKE THE SCHOOL DISTRICT LIABLE FOR ANY FUNDS HELD OR CREATED UNDER THE AUSPICES OF OUR SCHOOL OR SCHOOL FUNDRAISING.**

Organizations outside of the auspices of Plattsmouth Schools, i.e. booster clubs, PTOs, little leagues, after prom, etc. are **not** permitted to purchase using the Plattsmouth Community School's tax exempt status, nor can those purchases be billed to Plattsmouth Community Schools.

Activity account balances shall be kept in a positive state. If any account has a negative balance, an inventory must be provided showing what items are still unsold that will ultimately bring the balance into a positive state. Those inventories must be provided to the building administrator on a routine basis.

In the event of a fundraising activity, the Superintendent shall be notified of the fundraising event proposed and a timeline shall be given for sales. The faculty member supervising the fundraiser shall provide an accounting of the products sold, payments made for the product, and profits made. All funds for fundraising shall be deposited promptly into the appropriate activity fund.