

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Activities

Section Title: Fundraising

Sub Section No. 507.9a

Page 1 of 1

These procedures shall be followed for school fundraising activities:

1. All fundraisers shall be approved by the superintendent or designee.
2. Schools, teachers, coaches, parent groups, or club advisors wishing to raise funds shall submit the Google request form no later than ten (10) school days prior to the planned fundraiser. The request form shall include the following:
  - Name of fundraising group
  - Name of staff member in charge of fundraiser
  - Number of students participating
  - Description of fundraiser
  - Date (duration) of fundraiser
  - Intended use of the raised funds
  - Approximate amount expected to be raised
  - A description of how the funds will be spent on the current year's students
  - Percentage of funds retained by the fundraising company
  - Method to inform consumers / parents / patrons of intended use
3. Prior to approval, consideration shall be given to:
  - the need for the funds being raised
  - the number of students who will benefit
  - the nature of the fundraiser and its impact on the community
4. All proceeds from fundraisers shall be processed through the district accounting system.
5. Post Falls High School, each group shall be allowed one (1) fundraiser per year if the above criteria are explained and prior approval granted.
6. Each K-8 school and New Vision High School shall be allowed one (1) school-wide fundraiser and one (1) parent group fundraiser if the above criteria are explained and prior approval granted.

Adopted: 1/24/89

Revised: 2026

Reviewed: 2017, 2021, 2025, 2026