

## Fundraisers

All fundraisers must be approved by the principal and superintendent. A request form must be completed and submitted to principal for approval/denied. He will then pass the form to the bookkeeper who will then send to the superintendent for approval. The superintendent will approve or decline and return the form to the bookkeeper. The bookkeeper will place a copy in your mailbox. No fundraisers may sell foods of minimal nutritional value during the school day.

All raffle tickets must be numbered and must have bookkeeper sign off on beginning number, and then all unsold tickets must be returned to bookkeeper for auditing purposes.

Approved fundraising activities must comply with financial procedures for school funds, including:

1. All funds collected must be delivered to the Principal's office for a Master Receipt. Do not cash checks from collections.
2. Income from fundraisers must be deposited on a timely basis. Teachers and sponsors of fundraisers should be reminded not to hold fundraiser income until the fundraising project is complete.
3. All fundraising expenses, including sales awards to students, must be presented to the Principal for payment by check.
4. A school employee cannot receive a gift or gratuity from the fundraising vendor.

Within a reasonable time after completion of the fundraising activity, a form should be submitted to the Principal that documents the result of activity.

## Prizes for Fundraisers/Contests/Scholarships

1. All cash prizes for fundraisers/contests/scholarships must be awarded through the purchase order procedure. For all prizes that are \$600.00 or more, you will be required to secure the social security number and address of the recipient, because we must issue them a 1099 at the end of the calendar year.
2. Any student that receives cash for a fundraiser/contest/scholarship, or requires a refund, must be issued a school check. Please follow the accounts payable procedures.

3. Receipts from recipients of funds are required.

#### Coke Fundraisers

All Coke fundraiser activities must have one designated coordinator. Each classroom teacher will be responsible for collecting orders and money and receipting the students. Any money and orders collected should be turned in to the designated coordinator on a daily basis. The designated coordinator will then follow the procedures outlined above.