

Section 14

FUNDRAISING ACTIVITIES

A. General

A fundraiser is considered to include ANY activity involving the sale of items to individuals that has the POTENTIAL of making a profit. Whether the activity results in a profit or a loss is NOT a consideration. This includes Santa Shop, silent auctions, gift wrap, and coupon book sales, and any other items NOT considered resale. Resale items are those whose individual cost is easily determinable and that cost is what the item is resold for.

Foods of minimal nutritional value may not be sold during the school day.

Elementary school students cannot be involved in any door-to-door 24 solicitations or sales. Neither schools nor support organizations can solicit funds for non-related organizations (for example, the Senior Class Officers cannot sell tickets for the Hoover Kiwanis Club fundraiser). Schools are prohibited from selling raffle tickets in which a prize is awarded by chance. However, the school may sell tickets for a chance to participate in a "game of skill" where the winner will be awarded a prize.

B. Accounting A completed 'Fundraiser Authorization Form' must be submitted to the Principal for approval **PRIOR** to ANY part of the activity being undertaken. If a fundraising company is to be used, then the form must be completed at least ONE MONTH prior to the contract being signed. (This would be a good time to complete the purchase order, as well.)

Any funds raised by a group associated in any way with the school should be under the control of the school principal and be an **integral part** of the school's accounting system with the same constraints and requirements of other accounts of the school. How those funds are accounted for depends on who is raising the funds and who will control the funds.

A 'Report of Fundraising Activity' should be submitted to the Principal within 10 days of the completion of the fund raising activity. This form should document the result of the activity and must be filed for audit purposes.

Pike Road Schools

FUND RAISER AUTHORIZATION FORM

Fund raisers must be authorized no less than 30 days in advance.

School: _____

This section to be completed by requesting individual and forwarded to Principal for action.	Start Date: _____ End Date: _____
	The following fund raiser is proposed by: _____ <div style="text-align: right; margin-right: 100px;">Organization/Group/Class</div>
	to raise funds for: _____ <div style="text-align: right; margin-right: 100px;">Project/Purpose of Funds Raised</div>
	This fund raiser has been held in prior years: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Identify below all elements involved in this effort, i.e. company name, type of merchandise, place of sale, sale price, projected profit, and any other pertinent details.
	Requested by: _____ <div style="text-align: center; margin-top: 10px;"> Name Date </div>

This section to be completed by Principal then forwarded to Superintendent for approval. Superintendent forwards to CFO for final review. CFO returns to School Bookkeeper.	Principal's Action: Approved _____ Not Approved _____ <div style="text-align: center; margin-top: 10px;"> Principal's Signature Date </div>
	CFO Review: <div style="text-align: center; margin-top: 10px;"> CFO's Signature Date </div>
	Superintendent: Approved _____ Not Approved _____ <div style="text-align: center; margin-top: 10px;"> Superintendent's Signature Date </div>

NOTE: Authorization forms (approved and unapproved) must be maintained with school financial records. An accountability report must be completed and attached upon conclusion of approved fund raiser.

Bookkeeper	_____ Copy of completed form forwarded to requesting party _____ File Started _____ Requisitions Received _____ PO's generated _____ Accountability Report completed
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