

229-AR STUDENT FUNDRAISING

I. Student Fundraising Guidelines

- A. The building principal shall determine the number of fundraisers that may be held per year by any student group.
- B. The principal shall be notified before any fundraising effort is implemented associated with students in his/her building.
- C. Fundraising may not interrupt the regular academic program and classes may not be cancelled in order to hold fund raisers.
- D. Undue pressure on students, patrons, faculty and or families to participate in the fund raising is strictly forbidden.
- E. Principals and/or supervisors shall oversee all fundraising associated with their building along with the appropriate faculty, organization or student representatives.
- F. Principals shall develop rules regarding appropriate items and programs allowed for fundraising and may unilaterally disallow any inappropriate items or programs.

Established: 4/13/2011

FUND RAISING FORM

Date Submitted _____

I. Fund Raising Information (to be completed by organization representative)

A. Name of Organization _____

B. Person responsible for activity _____

_____ Phone No. _____

C. Activity _____

D. Date of Activity _____

E. Extent of Involvement of Students _____

F. Purpose of Fund Raising Activity _____

G. Special Considerations _____

II. Administrative Checklist (to be completed by principal)

Approval given organization along with requirements as follows:

Building Use Form Custodial Request Certificate of Insurance

Disapproval (reason for disapproval attached)

Other (specify) _____

Principal's Signature

Date

III. Financial Report Attached (Muhlenberg School District reserves the right to request a financial statement from any booster group or home and school association operating within the school district.)

Close-out Date _____

Principal _____

School _____

Date _____

White – Principal

Yellow – Bus. Office

Pink - Organization