



File DEA

### **FUND-RAISING**

The Board of Trustees approves of school fund-raising activities, provided such events support useful educational needs and are undertaken with due consideration to the value of the activity for students and its effect on the school and the school community. This policy is to ensure that major fund-raising events for each school year have prior approval and that funds are properly dispersed and accounted for.

Schools and parent organizations are authorized to raise funds to be utilized for the benefit of the students subject to the following conditions:

- a) Parent organizations, student councils, band, yearbook committees, and school administration will meet and agree on the following:
  - Purpose of fundraising event(s)
  - Financial goal
  - Type of fundraising activity to pursue
- b) Plans for all major fundraising activities (expected profits in excess of \$1500) are to be determined no later than January 31<sup>st</sup> and submitted to the Superintendent's Office for approval;
- c) The group sponsoring the fundraising event will assume responsibility for the activity's funds and file a financial report with the school administration;
- d) Students shall be discouraged in raising monies by way of door-to-door canvas sales;
- e) Licensed lotteries may be conducted, with frequency and amount under the careful supervision of the Principal;
- f) Funds kept in reserve shall be limited to amounts required as necessary for the beginning of the following year's operation, or for a special project for which funds are earmarked in advance;
- g) Items purchased from school-raised funds becomes the property of the school, and should be added to the school's inventory;
- h) Activities involving the sale of liquor or gambling will not be approved;
- i) Incentives, if utilized, shall be minor in nature.