

PORT EDWARDS PUBLIC SCHOOLS

Board of Education Policy

Student Fundraising Activities

All activities to raise funds for school events, school clubs, or co-curricular organizations will adhere to the following:

- All activities to raise funds must be approved by the building principal prior to discussing the event with students or parents.
- A Request for Permission to Conduct Fundraising Event form must be on file in the high school office and business office before any fundraising activities begin.
- Activities to raise funds will be limited to school events and organizations. Fundraisers to raise funds for non-school clubs or activities will not be permitted during the school day.
- Any fundraising activity that will involve the exchange of money (ex. dance, yearbook sales, bake sale, etc.) must have a Request for Permission to Conduct Fundraising Event form approved by the building principal.
- 50/50 raffle events must be approved at least one week in advance of the activity. The approved permission slip for use of the district raffle license shall be submitted to the district business office.
- The club advisor or designee must be present at fundraisers that involve selling items at an event (ex. brat fry, 50/50 raffle, bake sale, concessions, dance ticket sales, etc.). The name of the adult supervisor must be documented on the Request for Permission to Conduct Fundraising Event form.
- The supervisor for the fundraiser must oversee the counting of the receipts and submit a signed, accurate account to the district business office. All funds collected from fundraisers must be submitted to the district business office by close of the next school day, along with the completed fundraiser event form or raffle form. A copy of the completed form must also be submitted to the principal by the end of the school day after the sale/event.
- The district business office shall verify the total of the funds submitted and provide a written receipt to the supervisor. The receipt shall contain the name of the club or organization and the account number where the funds are to be deposited.
- Under no circumstances may money that is collected for a school-sponsored fundraiser or sale be kept in the classroom, staff member's home, or non-school bank account.

Cross References: 374.1 Exhibit, Request for Permission to Conduct Fundraising Event
 851 Raffles
 851 Exhibit, Request for Permission to use Port Edwards School District Raffle License

Adopted: 09/12/05
 Reviewed:
 Revised:

374.1 – Exhibit

REQUEST FOR PERMISSION TO CONDUCT FUNDRAISING EVENT

Fundraiser Event Permit

Section I & II must be completely filled out before discussing the event with students or parent volunteers. Section III must be filled out at the conclusion of the sale or fundraiser. The completed form and all receipts must be submitted to Port Edwards bookkeeper by the close of the next school day following the event. A copy of the form must also be given to the principal at this time.

Section I

Name of Organization: _____

Name of event supervisor: _____

Today's Date: _____ Date of the event: _____

Type of fundraiser/Reason for collecting funds (bake sale, prom ticket sales, selling personalized jerseys, concession sales at weekend event, etc.)

Reason for the fundraiser/collection of funds: _____

Signature of club advisor/coach: _____ Date: _____

Signature of event supervisor: _____ Date: _____
(If not advisor/coach)

Section II

This request has been: Approved
 Denied for the following reason(s): _____

Signature of Principal: _____ Date: _____

Section III

Date of Fundraiser: _____

Gross Receipts from event: \$ _____
Expenses \$ _____
Net profit/loss from event \$ _____

Administrative Assistant Signature: _____ Date: _____
(Acknowledge receipt of funds and completed fundraiser event form)