

FUND RAISING ACTIVITIES

The District recognizes that fund raising activities for educational purposes have the potential to be constructive, humanitarian events. In order to preserve the constructive aspect of fund raising activities, administrative approval will be based upon consideration of the merit of the activity, the financial burden placed on the community and other on-going fund raising activities within the school and the community at large.

Fund raising activities should consume very little class time and should not place an excessive burden on classroom teachers. Classroom or organization advisors must assume responsibility for supervising the fund raising event, including proper accounting and handling of all funds, filing of necessary paperwork and any other details involved with the activity.

The District will attempt to keep to a minimum any competition with local merchants. Whenever possible, efforts will be made to patronize local merchants and/or manufacturers when obtaining merchandise for sale.

The procedures in this manual are to be followed for all fundraisers throughout the District, including external PTO's or Booster Clubs raising funds for the benefit of the Athens Area Schools. These procedures are to be used in conjunction with the District's receipt and disbursement guidelines.

Internal clubs or organizations may utilize the District's federal identification number for fund raising activities upon authorization from the Executive Director for Finance. However, under no circumstances should an external PTO or Booster Club utilize the federal identification number of the District. External PTO and Booster Club organizations need to apply to the federal government to obtain their own federal identification number to be used in fundraising activities.

PROCEDURES

Two forms will be required to conduct a fundraiser. The School District's 'Request for Permission to Conduct a Fund Raising Activity' needs to be completed **prior** to the fund raising activity. The 'Fund Raising Activity Report for Internal Clubs/Organizations' (sample copy attached) needs to be completed **subsequent** to the fund raising activity.

Request for Permission to Conduct a Fund Raising Activity – (Prior to Activity)

Form is completed by the Teacher/Advisor responsible for the fund raising activity and turned in to the Building Administrator.

Building Administrator reviews request for authorization, taking into consideration other scheduled fund raising activities posted on the District calendar. The District calendar is available for review on the (School District's) website.

Building Secretary files one copy in the Building Office and sends a copy of the authorized request to the Executive Director for Finance and to the originator of the request.

Fund Raising Activity Report for Internal Clubs/Organizations – (Subsequent to Activity)

Form is completed by Teacher/Advisor responsible for the fund raising activity and turned in to Building Secretary.

Building Secretary assigns appropriate general ledger account number where funds are to be deposited.

Building Administrator reviews and signs report.

Form is filed in Building Office with 'Request for Permission to Conduct a Fund Raising Activity'.

Other

An 'Inventory Control for Product Sales' form is available within the 'Forms' link on the District website. This form can assist the Teacher/Advisor in tracking fundraising products distributed to students.

Fund Raising Activity Report for Internal Clubs/Organizations

Teacher/Advisor			
Club/Organization			
Fund Raising Activity			
Building		Phone Number	

Gross Receipts	\$
Less Expenses:	
Cost of Product	
Others (list):	
Total Expenses	
Net Profit (Loss)	

Teacher/Advisor Signature		Date	
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Administrator Signature		Date	
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G/L Account Number Funds are to be Deposited	
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CASH COLLECTION RECORD

	<u>Name</u>	<u>Date Received</u>	<u>Amount</u>
1.			\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
		Total	

Teacher/Advisor Name (printed)

Club/Organization

Activity (i.e. Field Trip, Fundraiser, etc.)