

GIFTS AND SOLICITATIONS

FJ
(REGULATION)

REQUESTS FOR
FUND-RAISING
ACTIVITIES

Teachers or sponsors must complete the request for approval of fund-raising activities for the school year no later than September 1. [See Exhibit A] Requests must be submitted to the campus principal. [See FJ(LOCAL)] Once the principal has approved the fundraiser, the request will be sent to the superintendent for approval.

Only 2 fund-raising activities per year will be approved for each organization. Students who do not wish to participate in fund-raising activities will not be penalized.

Materials or merchandise for a fund-raising project may not be ordered without prior approval from the business office. Any person who orders merchandise without prior approval will assume full responsibility for the bill.

SERVICE PROJECTS

When no solicitation is involved and class time is not interrupted, an organization may have an unlimited number of service projects.

SOLICITING FUNDS
FROM STUDENTS

The following rules will govern collections and sales in the schools:

1. No collection of funds for any purpose may be taken from students unless authorized by the principal.
2. Collection of items, such as clothing or food for distribution at holidays, may be made only upon written approval of the campus principal.
3. Sales, including candy or other articles, for funds to be used by schools or related organizations will not be made in the school or in the name of the school without the approval of the campus principal and superintendent.

TEACHER/SPONSOR
RESPONSIBILITY

Teachers or sponsors must ensure that all procedures and forms are followed and submitted prior to deadlines. When collecting money from fund-raising activities, teachers should keep an accurate account of funds and place all cash and checks in the campus vault on a daily basis. No funds should be kept in the classroom. Following a fund-raising event, teachers or sponsors should complete the follow-up form to assess the success of the fundraising activity. [See Exhibit B] The form should be submitted to the business office within one week of the completion of the activity.