



Hastings Public Schools

511-Student Fundraising – Appendix A: Fundraising Request Form

This form needs to be completed and approved by the building Principal/Director AND the School Board PRIOR to the start of any fundraising activities. Things to consider when proposing a fundraiser:

- Fundraisers are reviewed by the School Board on a monthly basis. **Forms are due to the District Office by the 10th of the review month.**
- Does the fundraiser align with District policies and procedures?
- Student participation in fundraising efforts must be voluntary, not required.
- Are there other current fundraisers? Is this the best time for this fundraiser?
- The District expects all students who participate in approved fundraising activities to represent the school, student organization, and the community in a responsible manner.
- A school staff member must supervise the fundraising activities and fiscal oversight at all times. All funds must be deposited within a District account and turned in daily to the building office for locked storage.
- Fundraising efforts must be to support a curricular purpose not already covered by the District. Fund 10 Student Activity fundraising efforts should align with the Student Activity purpose form.
- Use of the specific name Hastings Public Schools by an unapproved fundraising activity is prohibited.
- Fundraising activities during school hours should not conflict with instructional activities, should be in alignment with the District Wellness Policy, and may not compete with the Food Service program.
- Gambling activities of any kind (such as raffles) are prohibited per IRS rules.
- No homemade food items may be sold; only prepackaged food items are acceptable. Contact Brittney Hirschauer, Director of Food Service, if you would like to purchase food through a District supplier.
- All posters or distributed flyers must be approved by the building Principal.
- Fundraising activities coordinated by any non-district group during the school day, where the funds raised go to groups outside of the District, are not allowed.
- For facility usage, please complete the Facilities Request Form on Community Education’s webpage.
- Onsite food vendors require preapproval by the District Office. Vendors will be required to provide a permit with the City of Hastings as well as a Certificate of Liability Insurance and MDH/MDA license.
- If the fundraiser is being organized by a Booster Club or PTA/PTO Group this form is not required.

Please complete the information below.

Student Group _____ Fund 11 Fund 10 Fund 02 Fund 04

Responsible Teacher/Advisor _____ School _____

Description of Fundraiser _____

Start Date _____ End Date _____

Vendor or Company (if applicable) _____

How many students will be involved? _____ Will items be sold during the school day? _____

What do you intend to use fundraiser profits for? _____

What educational activity is to be supported? _____

Signature of Teacher/Advisor

Date

Approval - Signature of Principal/Director

Date

Board Approved _____

SEND TO CINDY WESTLUND IN THE DISTRICT OFFICE