

LEWISTON ALTURA PUBLIC SCHOOLS

FUNDRAISER REQUEST FORM

All organizations wishing to raise funds for student activities must receive approval from school district administration before initiating any school sponsored fundraiser.

Student Activity Name: _____ Date Submitted: _____

Contact Person: _____ Contact Phone/Email: _____

Beginning Date of Fundraiser: _____ Ending Date of Fundraiser: _____

Description of Fundraiser (What is generating revenue?): _____

Purpose of Fundraiser: What are funds being raised to purchase? (Please include purpose on promotional materials.) Note – We cannot raise funds for the purpose of increasing account balances. _____

What, if any, additional efforts are being made to raise funds for your purpose? (Cardinal Foundation, Booster Club, etc.)

How much money does your organization plan to raise through this fundraiser?

Total Predicted Sales: \$ _____

Total Contribution from Booster Club: _____

Total Paid to Outside Vendor: - _____

Total Predicted Revenue: \$ _____

Describe in detail how the funds you will be raising will be used:

How many students will be impacted by the fundraiser if it reaches its goal: _____

Please submit fundraiser requests 2 weeks prior to the scheduled event for approval (Note – If an activity does not hear back regarding their request, it may be assumed to be approved; approved fundraiser forms will be retained in the business office):

Activity Director Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Fundraising

All school-sponsored fundraising activities should contribute to the educational experience of the students enrolled in school. These activities and projects should never conflict with the instructional program. Student activity fundraising must have the approval of the board, either directly or through policy and procedures. Contracts associated with fundraising must be board approved prior to that activity occurring.

In best practices for fundraisers, a review document with the information listed below assists the board to make a comprehensive decision about district fundraising.

- Fundraising is not allowed for the direct benefit of an individual(s) or a family(ies). The student activity may plan, organize, and participate in the fundraising activity. However, the students cannot accept donations on behalf of the individual(s) or family(ies). Donations cannot be deposited in a school account and must be made directly to the individual or organization.

Fundraising projects encompass a wide range of activities, including, but not limited to: sale of food items, sponsorship of dances and entertainment, out-of-school sales of advertisement, gift items, magazines, and car washes.

Inactive/Discontinued Activity Accounts with Remaining Cash Balances For either inactive or discontinued accounts, follow the instructions on the Activity Purpose Summary or equivalent, which provides instructions for disposition of an activity and the related funds upon termination. Any student activity account, which has been inactive for a maximum of one fiscal year, must be disposed of, unless the advisor submits a plan to the board (or designee) indicating why the activity has been inactive and why it should not be terminated. For student activity accounts related to a graduated class, any funds remaining in the account after graduation must be disposed of as indicated on the Activity Purpose Summary or equivalent, in a timely manner. For transactions occurring after graduation, it is acceptable for the advisor and building principal (or designee) to approve transactions. Student signatures are not required after graduation.

Inventory For student activity accounts maintaining inventories, use of an inventory system is required. A physical inventory must be made at the end of the fiscal year. Please work with your external CPA auditor to determine the appropriate inventory system.

Negative Balances - No individual student activity account can have a negative balance at the end of the fiscal year.

Student Activity Accounting Guidance

All expenditures must benefit the students participating in the student activity who are currently enrolled. Local school boards may be more restrictive than the lists below. In addition, the school board may decide to cover other allowable costs in General Fund 01, Finance Code 000.

Appropriate expenditures for student activity accounts (Fund 30) include, but are not limited to, the following: • admission and participation fees for the entire group, not specific individuals within the group • entertainment for specific student activity events, including contracted services (i.e., disc jockey for prom) • food • lodging • supplies and materials • clothing for students participating in the student activity • transportation • travel expenditures

Inappropriate expenditures for student activity accounts include, but are not limited to, the following: • assemblies not representative of the student activity purpose • employee compensation, gifts or awards • faculty meetings or events • labor or service payments (staff salaries or independent contractors acting as staff) • library books • office supplies • office or school furniture (for instructional use) • textbooks • gift cards • gift certificates • field trips which are curricular in nature • scholarships (must deposit funds in Fund 8 to be eligible, may not transfer from fund 30 once deposited) • personal items for coaches, advisors or other staff members