

1 _____ **School District**

2
3 **FINANCIAL MANAGEMENT**

7425F

4
5 Class Fundraising Notice

6
7 The class of _____ is raising funds for their class operations, projects, and trips. The school district is
8 sponsoring that effort through coordination of donations and the sale of goods, with the portion of the
9 sales price above cost being treated as a donation. In order to ensure that your contribution to this effort
10 is spent as intended and to provide you with information regarding how the funds will be spent, please
11 know:

- 12
- 13 1. The funds raised through donations will be public funds in accordance with Policy 7260 and
- 14 Section 20-6-604, MCA. The funds will be deposited in the class’s account as part of the School
- 15 District’s Extra- and Curricular Fund procedure outlined in Policy 7425 and Section 20-9-504,
- 16 MCA. Funds will be spent in accordance with the authority of the Board of Trustees.
- 17 2. Class operations and projects that will be funded through these fundraising efforts include
- 18 decorating and hosting class events that include but are not limited to the commencement
- 19 ceremony, dances and prom, awards ceremonies, and graduation gatherings. Other projects may
- 20 include but are not limited to class memorials, school spirit campaigns, parade floats, or support
- 21 for class service projects in the community. Excess funds may be donated to another class in the
- 22 district to help support events or projects in accordance with this form, School District policy and
- 23 Montana law.
- 24 3. Class trips supported through this fundraising effort will include but are not limited to a school
- 25 sponsored educationally focused senior trip for the class of _____ as approved by the Board of
- 26 Trustees in accordance with Policy 2320. The trip is currently planned for
- 27 _____ (insert description of the trip if one has been identified, or, if the details
- 28 have not been mapped out, “a senior trip, the details of which have not yet been finalized and
- 29 which will depend on the amount of funds raised.”
- 30 4. There are events, unanticipated at this time, that could render the planned senior trip infeasible,
- 31 inadvisable, commercially impracticable, illegal, or impossible. Illustrative examples include but
- 32 are not limited to terrorism or threats of terrorism, a pandemic, weather events, other acts of God,
- 33 or any other unforeseen event beyond the control of the school district.
- 34 5. If the school board determines that the primary purpose for this fundraising effort meets one or
- 35 more of the contingencies in (4) above, the funds donated will used for one or more of the
- 36 following purposes authorized in or consistent with (2) above. Funds will not be used for cash
- 37 payments or other gifts to students.
- 38 6. By donated funds and/or purchasing goods for the purpose of fundraising, those contributing to
- 39 this fundraising effort acknowledge that their contribution will be treated as including the donor’s
- 40 direction to spend the funds according to the conditions specified in paragraphs 1 through 5
- 41 above, with the school board directed to exercise its full discretion regarding these matters in
- 42 determining the best use of contributed funds consistent with any of the purposes specified above.

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45 Policy History:

46 Adopted on:

47 Reviewed on:

48 Revised on: