

STUDENT FUND RAISING ACTIVITIES PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed for student fund raising activities:

Procedures

1. The sponsor shall submit a Fund-raiser Request (see form FJ-E) on the sponsor's project, preferably at the beginning of each school year but not later than 30 days prior to the regular school board meeting for which it is to be considered.
2. All fund-raisers will be placed on the school calendar only after being approved by the board of education.
3. Prior to beginning the project, the sponsor in charge shall file a "Fund-raiser Request Form" with the building principal stating: a) type of fund-raiser, b) product to be sold, c) length of the project, d) quantity to be ordered, e) anticipated profit, and f) use of the profit.
4. Submit to board for approval.

Use of Students

Since students are being used in the project, they will need to know what they are going to sell, what the money is going to be used for, and what benefit they will receive personally. They also need to be aware of their liability should they lose their fund raising items or money. All student participation in selling will be strictly voluntary.

Sponsor's Responsibility

Sponsors involved with the fund-raiser are responsible for the overall success of the project. They need to keep accurate records and will be held accountable for all money and items.

Financial Accounting

1. Prior to ordering any items for a fund-raiser, the sponsor in charge must secure authorization through the building principal.
2. All money collected from the sale of fund raising items must be turned in to the office on a daily basis, unless collections total less than \$100 which can be made weekly, for deposit in the appropriate fund. The sponsor will be issued a receipt for these deposits.
3. All profits from fund raising shall remain in the appropriate fund until the sponsor directs the principal to expend the money for its intended purpose.

REFERENCE: 70 O.S. §5-122, §5-129, §5-135