

GUIDELINES FOR FUNDRAISING ACTIVITIES



Activities that are done for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following:

1. A Dysart authorized student club. Receipts and expenditures must be recorded in a Dysart student activities account. Refer to the Student Activities Handbook.
2. A Dysart recognized parent support organization. Receipts and expenditures must be recorded in a parent support organization checking account.

Dysart Unified School District No. 89 employees may not hold fund raisers without one of these sponsorships. Fund raisers that are recorded by the district in a student club cannot originate from raffles or any other type of gambling activity.

Fund raisers sponsored by a Dysart student club must follow Dysart Policy JJE and the Dysart Student Activities Handbook.

Note: Fund raising activities that cause district students to go into the community to make sales on a door-to-door basis are strictly prohibited.

Fund raisers that are co-sponsored by a parent support organization and student club organization should have a pre-arranged division of revenue between the groups before the activity is begun.

The approval process for fund raisers must be followed using the Fund Raising Approval Form.

Copies of this form, with any contracts, written agreements and meeting minutes should be filed with the School Administrator.

Name of PSO: _____ School: _____

Contact Person: _____ Phone #: _____

Position in Organization: _____ Organization's Meeting Date (of approval): _____

Purpose of Fund Raiser: _____

Fund Raiser Method & Description (what will be sold, how and at what function it will be sold, etc.): _____

If Fund Raiser is Co-Sponsored (between parent group & student clubs, description of how the fund raising activities and funds will be divided): _____

Location of Fund Raiser (specific room, etc.): _____

Start Date: _____ End Date: _____

All fund raisers must have the approval of the school administrator. District activities that are held for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following groups. Fund raisers that are co-sponsored must be initialed by both groups. Initial all appropriate:

- _____ 1. Dysart Authorized Student Club (Advisor & Club Officers initials required).
We acknowledge that student clubs who sponsor a fund raiser must always deposit funds and record expenditures in the Dysart student activities account and follow the Student Activities Handbook guidelines.
- _____ 2. Dysart Recognized Parent Organization (Officer's initials required).
We acknowledge that parent organizations sponsoring a fund raiser must record receipts and expenditures in the parent organization's checking account. (Joint fund raisers must have the appropriate initials in A and B.)

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund raising, and have been reviewed with a school administrator.

PSO Officer Signature

Date

AUTHORIZATION

School Administrator Signature: _____ Date: _____

STUDENT FUND - RAISING ACTIVITIES

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Adopted: date of manual adoption