



Fundraising Guidelines

1. Fundraising should be carefully considered. Fundraisers will be approved based on quality of product, other fundraising at the time and number of activities requested by the group.
2. Fundraising shall not conflict with the school lunch programs or classroom activities.
3. If the fundraiser requires a school district facility, a facility use request must be completed. Submit the facility use request along with a copy of the Fundraiser Form.
4. The use of the school's name, nickname, mascot, or school sponsored program is not allowed unless the fundraiser has been approved.
5. Student participation in fundraising activities shall be voluntary at all times.
6. Upon completion of the fundraiser, the advisor/representative in charge shall complete the Part B form, attach it to the original request and submit the form to the principal or designee. The form shall be retained by the designated school district staff.
7. All funds raised under these guidelines should be limited to finance projects which enhance or enrich the school experiences for students and/or student-athletes.
8. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. It is his/her responsibility to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.



Superior Central Schools

Fundraising- Part A Request for Approval

Today's Date _____

Requestor (Advisor) _____ Phone _____

Name of Fundraising Group _____

Describe the fundraising activity:

Purpose for which funds will be used:

Select One: Soliciting in school only Soliciting in school and community

Will the fundraising item(s) cause a public relations concern? Yes No

Was this fundraiser done in the past? Yes No

Estimated number of students involved _____

Items to be purchased _____

Name of Vendor(s) _____

Estimated Total Revenue _____ Estimated Net Profit _____

First day of the Fundraiser _____ Last day of the Fundraiser _____

What will happen with the items that are not sold? _____

Are school district facilities required? Yes No

If yes, a facility use permit, must be completed. The fundraiser must be approved by the host school and appear on the school fundraising calendar. Submit the Facility Use Request along with copy of the fundraiser request.

This form must be signed by the Requestor (Advisor/Rep in charge) and Superintendent, Principal, or Assistant Principal. Once the fundraiser is approved, the form will be sent back to the requestor for their records. The fundraiser cannot begin until this form has been signed and returned to the requestor.

Upon completion of the Fundraiser, the Requestor is responsible for completing "Funding-Part B" and attaching it to this original request and submitting it to the school principal within 30 days. These forms should be retained with the school activity account records.

Requestor Date

Principal/Designee Date

District Administrator Date



Superior Central Schools

Fundraising- Part B TO BE COMPLETED WITHIN 30 DAYS AFTER FUNDRAISER

Upon the completion of the fundraiser, the Requestor (Advisor/Rep in Charge) is responsible for completing this form and attaching it to the original request, Fundraising-Part A, and submitting to the school business manager.

Name of Fundraising Group _____ Today's Date _____

Requestor _____ Phone _____

First Day of the Fundraiser _____ Last Day of the Fundraiser _____

Total Sales	\$ _____
Total Expenses	\$ _____
Sales Tax (6%)	\$ _____
Net Profit	\$ _____
*Please attach all relevant receipts and documentation.	
**6% sales tax must be added to all non-consumables.	

Please explain when and how the profits were/will be utilized

Comments (explain any variances, success/failures of the fundraiser, etc.)

Requestor

Date

Principal/Designee

Date