

## FUND RAISING

An organization wishing to raise funds must follow these guidelines:

1. School sponsored organizations may raise funds for their own organization only with prior administrative approval. The first step in all fundraising activities must be to fill out an approval form.
2. School sponsored organizations may raise funds for an outside organization or cause with prior administrative approval.
3. Individual students not connected with a particular school sponsored organization wishing to raise funds at, through, or under the auspices of the school for themselves or an outside organization or cause must seek and gain administrative approval prior to the event.
4. Fundraising at school or school events by an organization, group, agency, or individual not part of, connected with or related to the Lead-Deadwood Schools is prohibited unless other arrangements are made.
5. Students will not be let out of class to fundraise.
6. Flyers distributed or displayed for the purposes of soliciting funds must indicate who is trying to raise funds for what the money is going to be used.
7. Requests and descriptions of fundraising activities should be submitted at the beginning of the school year to reduce repetition and conflicts in scheduling. It is understood that this will not be possible in all cases.

The completed application form will be submitted to the Principal for his/her approval or rejection. In such cases where an application is rejected, the sponsoring organization may request that a delegation of its members meet with the Principal to further explain the project and to hear reasons for rejection.

Funds raised by student organizations must be deposited and/or withdrawn through an account in the name of the organization through the Lead-Deadwood High School, Middle School or Elementary Schools.

Donations will be encouraged and accepted.

Local business/community member/large companies will be allowed to sponsor activities and programs.

**Adopted: March 11, 1991**  
**Revised: March 13, 2001**  
**Revised: December 12, 2006**  
**Revised: April 11, 2017**

**LEAD-DEADWOOD SCHOOL DISTRICT**  
**FUNDRAISING APPROVAL FORM**

Name of Organization \_\_\_\_\_  
\_\_\_\_\_

Name of Sponsor/Adviser \_\_\_\_\_  
\_\_\_\_\_

Name of Individual/Individuals (if not an Organization) \_\_\_\_\_  
\_\_\_\_\_

Fundraising Activity \_\_\_\_\_  
\_\_\_\_\_

Purpose of Fundraising \_\_\_\_\_  
\_\_\_\_\_

Date of Activity \_\_\_\_\_

Facility Needs (Fill out form in Activity Office) \_\_\_\_\_

Target Total to be Raised \_\_\_\_\_

Sponsor's Approval \_\_\_\_\_ Date \_\_\_\_\_

Administrative Approval \_\_\_\_\_ YES \_\_\_ NO \_\_\_ DATE \_\_\_\_\_

**Adopted: December 12, 2006**