



RANKIN ISD Fundraising - Part A REQUEST FOR APPROVAL



Date of Request _____ School _____

Requestor(Sponsor in Charge) _____ Phone _____

Name of Fundraising Group _____ Today's Date _____

Describe the fundraising activity _____

Purpose for which funds will be used _____

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

Was this fundraiser done in the past Yes No

Estimated number of students involved _____

Items to be purchased _____

Name of Vendors(s) _____

Estimated Total Revenue _____ Estimated Net Profit (Revenue less expense) _____

Is this Fundraiser managed through the school activity account? Yes No If no, please explain

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

IMPORTANT: This form must be signed by the Requestor (Sponsor in Charge), Principal, and then sent to the Superintendent for approval. 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 the "Fundraising- Part B" form and attaching it to the original request (Fundraising Part A Form) and submitting both forms to the school principal for review within 30 days. These forms should be retained with the school activity account records.

As the Sponsor of this fundraiser,

- I agree to conduct this fundraiser in compliance with UIL, state, federal and district guidelines.
- I understand that I am personally responsible for all funds collected & for keeping accurate records. Any losses due to my failure to follow established rules and procedures become my responsibility.
- I will exercise strict control over all products and money in my possession.
- I will submit all money received along with the student or parent names and amounts to the secretary/bookkeeper daily for deposit.
- I will notify Accounting promptly of all outstanding debts so that appropriate action may be taken.
- I am responsible for completing and submitting the Fundraising –Part B Recap to the Campus Principal with 30 days of the end date of the fundraiser.
- I have read and agree to follow the Rankin ISD Fundraising Guidelines.

Requestor (Sponsor in Charge) _____ Date

Principal _____ Date

Superintendent _____ Date



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

Upon completion of the fundraiser, the Requestor (Sponsor in Charge) is responsible for completing this form and attaching to the original request, Fundraising – Part A, and submitting both forms to the Campus Principal for review. The Campus Secretary should then retain both forms.

Name of Fundraising Group _____ Today's Date _____

Requestor, (Sponsor in Charge) _____ Phone _____

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

Total Sales*	\$ _____
Total Expenses*	\$ _____
Net Profit	\$ _____
*If the fundraiser is processed through a school activity account, expense receipts and revenue documentation must be attached.	

Advise when and how the profits were/will be utilized.

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

Requestor (Sponsor in Charge)

Date

Principal

Date

Fundraising Guidelines

Requests for school-affiliated fundraising shall be made on the Fundraising Form (Part A) available on the Rankin ISD website. Fundraising cannot begin until an approved Fundraising Form has been returned to the requestor.

1. Upon completion of the fundraiser, the advisor/representative in charge shall complete the Part B, 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.
2. Fundraising shall not conflict with the school lunch programs or classroom activities.
3. Ticket sales for regular school events, such as athletic contests, school pictures or similar regular building functions are not covered by the fundraising policy.
4. 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.
5. Student participation in fundraising activities shall be voluntary at all times.
6. Permission to conduct a fundraiser may be approved or denied by the district administrator or their designee depending on the quality of the product, consumer complaints regarding the product, or lack of following proper procedures.
7. All fundraising activities shall be conducted in accordance with School Board Policies, Local Ordinances, Texas State Statutes and Federal Laws.
8. Fundraising involving students or on district property shall exclude all forms of gambling (including raffles).
9. Fundraising activities shall exclude the promotion, consumption, or availability of alcoholic beverages.
10. Funds raised by any group shall be reported on the Fundraising Request and Fundraising Report forms and shall be subject to review by the district. Areas of concern would be highlighted and any suggested revisions would be incorporated into the group's accounting system for the following school year.
11. Funds raised under these guidelines should be limited to finance projects which enhance or enrich the school experiences for students.
12. Equipment donations and facility improvements become the property of the School District of Rankin. The acceptance of the gift will occur at a School Board meeting.
13. The School District reserves the right to reject donations which do not meet established procedures.