

WEST LIBERTY COMMUNITY SCHOOL DISTRICT

FUND-RAISING POLICY

Fund raising shall be limited.

Groups, clubs, organizations, departments, etc. that wish to sponsor a fund-raising project or solicit funds shall apply in writing to the building principal or Activities Director for permission. Applications shall include the following information:

- 1) what will be sold
- 2) by whom and to whom
- 3) expected anticipated income
- 4) when the fund-raising will take place
- 5) what the money will be used for
- 6) other pertinent information, including the rational for the project

Applications are due in the principal's office on or before May 15 prior to the school year in which the fund-raising project will take place. However, exceptions may be granted, in special cases, by the administration with board approval.

The Principal or Activities Director will send a list of approved fund-raising projects to the Board of Education for final review and approval. Every attempt will be made to eliminate unnecessary fund-raising activities and to evenly distribute over the school year those that are approved.

Funds raised through such sales must be expended for school-related projects. Funds should be accounted for as specified by the district business office procedure and in accordance with established auditing policies.

School-related parent organization fund drives which require the assistance of students and/or other school-employed personnel will need to follow this policy.

Any project or fundraising activity, which will result in the contribution of facilities, equipment, or materials to the school district that exceeds \$500.00 in value, must be submitted to the Board of Education for approval.

**WEST LIBERTY COMMUNITY SCHOOLS
REQUEST FOR APPROVAL OF FUND RAISING ACTIVITY**

Sponsoring Organization/Activity_____

Activity Sponsor/Coach_____

Number of Students involved_____ Grades Included_____

Starting Date of Project_____

Ending Date of Project_____

Description of fund raising project_____

Is this a new fund raising activity, or a renewal of a project conducted in the past?
(check)

_____NEW PROJECT

_____RENEWAL

Anticipated income from activity?_____

What will proceeds from this activity be used for?_____

Are there any special considerations required to ensure the safety of students involved?
(If yes, please explain)

_____No

_____Yes_____

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Sponsor/Coach Signature

Date

Principal/A.D. Signature

Date

Board of Education

Date