

FUNDRAISING BY IN-SCHOOL ORGANIZATIONS

The Valliant Board of Education recognizes that organizations or classes within the school system may have a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit a fundraiser request form from policy CFB-E1 to the finance department that includes, a. a description of the fundraiser and the purpose for raising funds, b. an estimate for the cost of the project, estimated income, and net profit for the fundraiser, c. appropriate activity fund sponsor and director/principal authorization.
2. Obtain approval for the fundraiser from the board of education.
3. All funds raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
4. Any door-to-door solicitation will not be conducted during school hours.
5. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis. Raffles Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process above.

Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization.

Online Fundraising Prior to creating an online fundraiser, an employee shall make a formal request using the fundraiser request form found in policy CFB-E1 and submit to the finance department. The finance department will process the request and make a determination as to whether the request will be submitted to the board of education for approval. If approved by the board of education, the employee shall create an online fundraiser which will be subject to all state laws and district policies.

REFERENCE: **21 O.S. §1051**
 70 O.S. §5-122,
 §5-129,
 §5-135

CROSS-REFERENCE: **CFB, Activity Funds**
 CFB-E1, Annual Activity Fund Planning and Approval Package