

### R 5830 PUPIL FUND RAISING

The procedures for fund-raising by pupil activity groups or clubs must adhere to the policy of the Board of Education. In addition, the following procedures will be followed:

1. All activities associated with the raising of funds for approved activities of an educational nature must be submitted for approval to the advisor, to the Principal, to the Director, and to the Superintendent, in that order. The proper form will be used.
2. Requests must clearly state the type of activity and the purpose for the raising of funds.
3. Such requests must be submitted well in advance of the activity, but no less than two weeks before.
4. The Superintendent has the final approval.
5. Games of chance, prizes, or foodstuffs conflicting with the lunch program are prohibited.
6. Fund-raising is prohibited during instructional time.
7. Outside agencies are prohibited from conducting fund-raising activities within the school.
8. All procedures for the proper handling and security of money must be observed.
9. Monies raised must be deposited in the school bank and a proper accounting of all funds is required.

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