

## PROCEDURES FOR FUND RAISERS

1. Determine proper category based on Fund Raiser Category Definitions
2. Complete proper paperwork based on requirements listed below:

### Category 1 & 2A

Sales Project Potential due prior to July 1 (1<sup>st</sup> semester fundraisers) and November 1 (2<sup>nd</sup> semester fundraisers) for approval and to be placed on calendar to avoid duplication/competition.

All expenses for fund raiser must follow the Requisition/Purchase Order Procedure.

All money collected must be deposited with Treasurer and follow Student Activity Procedures.

### Category 2B – Student Activity Group

Sales Project Potential due prior to fund raiser for approval and to be placed on calendar to avoid duplication/competition.

All expenses for fund raiser must follow the Requisition/Purchase Order Procedure.

All money collected must be deposited with Treasurer and follow Student Activity Procedures.

### Category 2B – School Related Group (ie: PTO, boosters, community, etc.)

Statement of Information and Assurance (see board policy) should be on file with Treasurer.

Fund Raiser Proposal due prior to July 1 (1<sup>st</sup> semester fundraisers) and November 1 (2<sup>nd</sup> semester fundraisers) for approval and to be placed on calendar to avoid duplication/competition.

### Category 3

Must have prior approval of building Principal/Superintendent.