

Independent School District #2167

Lakeview Public Schools

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FUNDRAISING REQUEST FORM

1. Purpose

The Purpose of this policy is to provide a philosophical framework regarding fundraising in the Lakeview Public Schools. In addition, the policy outlines protocol that must be followed in order to have fundraising initiatives approved prior to implementation. Finally, the policy enumerates procedures that must be followed regarding carrying out fundraising events.

2. Philosophical Framework

Fundraising has become a necessary part of school operations due to the fact that insufficient funds are available to fund student activities at appropriate levels. In addition, fundraising is needed in order to provide the enhancements and “extras” that are deemed worthy for students as a supplement to the general school program. Because the district is sensitive to the public reaction to fundraising, fundraising initiatives must be carefully planned, designed, and carried out so that the public is not overburdened. A clear need for the fundraiser must be clearly defined.

3. Fundraising Protocol

Individuals coordinating a fundraising activity must complete the Fundraising Request Form in order to gain administrative approval prior to beginning the event. The approved protocol is outlined on the request form which elicits information about the event and what the funds raised will be used for. Coordinators of fundraising events must consider the impact that their fundraiser will have on local businesses and must consider what other funding sources could be garnered to accomplish the goal set for the fundraiser. The use of general solicitation letters seeking funding, without other clarifying activities, should be avoided. If the fundraiser is on school property, please submit a Facility Request on the Lakeview website.

Due Dates: 1st Semester – May 30

2nd Semester – November 30

4. Procedures

- a. Clearly state purpose when carrying out fundraiser.
- b. Participants must identify who they represent during the fundraiser.
- c. Coach your student participants regarding etiquette while carrying out the fundraiser.
- d. Report total amount raised to administrator at close of event.
- e. Ensure that PreK-5 students do not do door-to-door sales. Grades 6-12 students who go door-to-door should proceed in pairs.
- f. Deposit funds to the appropriate school account.
- g. Carefully edit printed materials being distributed through the fundraiser.
- h. If a fundraiser is in connection with an athletic event, contact the Activities Director first.
- i. If the fundraiser is on the school grounds, secure a **room reservation** and **custodial needs** through the “**Facility Request**” Quick Link on the Lakeview website www.lakeview2167.com
- j. Submit your completed form to the District Office for approval.

LAKEVIEW FUNDRAISING REQUEST FORM

Event:

Fundraising Dates:

Event Coordinator:

Cell Phone:

Sponsoring Groups:

Purpose for Fund-Raiser:

Funds generated will be used for:

What other funding sources have been confirmed?

What funding options have been denied?

Have you considered the impact on local businesses?

Other groups involved:

Attach flyers and any other written information that will be used with this event.

Specifics for Fundraising Procedures:

Principal Recommendation: _____

Signature: _____ Date: _____

Superintendent: _____ Date: _____

Approved: _____ Disapproved: _____

Approved subject to the following conditions: _____
