

FUNDRAISING POLICY
Independent School District #2167
Lakeview Public Schools

I. 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.

II. 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.

III. 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.

IV. PROCEDURES

The fundraising activity must adhere to the following procedures:

1. Clearly state purpose when carrying out fundraiser.
2. Participants must identify who they represent during the fundraiser.
3. Coach participants regarding etiquette while carrying out the fundraiser.
4. Report total amount raised to administrator at close of event.
5. Grades 6-12 students who go door-to-door should proceed in pairs.
6. Deposit funds to appropriate school account.
7. Carefully edit printed materials being distributed through the fundraiser.
8. Ensure that PreK-5 students do not do door-to-door sales.

Procedural Reminder

1. Clearly state purpose when carrying out fundraiser.
2. Identify who you represent.
3. Coach participants regarding etiquette while carrying out the fundraiser.
4. Report total amount raised to administrator at close of event.
5. Grades 9-12 students who go door-to-door should proceed in pairs.
6. Deposit funds to appropriate school account.
7. Carefully edit printed materials being distributed.
8. Ensure that PreK-5 students do not do door-to-door sales.

LAKEVIEW PUBLIC SCHOOLS
Fund-Raising Request Form
Due Dates: 1st Semester - May 30
2nd Semester - November 30
***1st Semester Emergency Deadline - October 1**

Event: _____

Event Coordinator: _____

Work Phone: _____ Home Phone: _____

Sponsoring Group: _____

Purpose: _____

What will funding be used for: _____

What other funding sources have been confirmed? _____

What funding options have been denied? _____

Have you considered the impact of this fundraiser on local business?

yes _____ no _____

What other groups (if any) are you collaborating with on this event? _____

Fundraising Procedures:

Time Frame for Fundraiser: Start Date _____ Conclusion Date _____

Administrative Signature _____ Date _____

_____ Approved _____ Disapproved

Please attach any written information that will be used with this event.