

RLASD FUNDRAISING PROTOCOL

1. Fill out the current fundraising form and submit to your building Principal/Administrator.
 - a. Any event raising funds for any club or organization will require a form
 - b. Please fill out form completely
 - c. Building Principal/Administrator must approve and sign fundraiser first
 - d. After approval of Building Principal/Administrator the form will be sent to the Marketing and Communications Office

2. Marketing and Communications Manager will review the fundraising Form. Review will include:
 - a. Date(s) of Fundraiser to make sure another organization is not running the same or similar type of fundraiser or is selling the same or similar type of product during the same period.
 - b. The supplier/vendor your organization is using for fundraiser. It is strongly suggested that if the Red Lion Area School District has a corporate sponsor that can supply your organization with the product you are selling to raise funds, that you give that sponsor an opportunity to provide their product. You are not obligated to use a corporate sponsor but it is expected they have the opportunity to discuss your fundraiser and supplying product for your fundraiser.
 - c. If there are issues with fundraiser, the coordinator of the fundraiser will be contacted to resolve issue and then resubmit fundraising form.

3. After fundraiser has met all criteria, the Marketing and Communications Manager will sign and send back approved form to the building holding the fundraiser.
 - a. Any changes to the form that was submitted for approval must be sent to Marketing and Communications Manager.

A copy of the corporate sponsors of the school district can be found on the school district webpage under the Marketing and Communications tab or you can request

a copy by contacting Don Dimoff at dimoffd@rlasd.net or by calling (717) 246-1611
Ext. 7850