

Vallivue School District #139

Vallivue School District recognizes the importance and value of positive fund-raiser programs. In order to provide fund-raiser assistance, the following policy is intended to answer questions in procedure and to ensure a positive and successful fundraiser for student programs. Please follow these guidelines to assist in planning a fundraiser at the school site.

Money raised through fundraising is designed for use at the discretion of the head of the program/advisor for each program. The funds will be used for the purposes communicated to the public when you are soliciting to local businesses and patrons. Fundraising money may not be used to pay for volunteer or certified staff coaching salaries/stipends.

The school principal/activities director must approve all fund-raiser programs. Careful consideration should be given to limiting the number of major fund-raising activities involving students

1. For the fundraisers to be held approval must be requested one week before the start date of the fundraiser.
2. To request approval for a fund-raiser, the proposal form must be completed and submitted to the principal/activities director and the fundraiser may not begin until approval is given by the principal/activities director.
3. If there are changes in the original proposal, a new proposal form must be submitted to the principal/activities director.
4. Advisors may not exceed the money they have in an account when purchasing fundraising goods. It is the advisors responsibility to work with the bookkeeper to maintain a balanced budget.
5. No fund-raiser program may require/promote students going door to door.
6. Students cannot be required to participate in a fund-raiser program. Students cannot be required to sell a certain amount or make a donation in lieu of fundraising. In addition, a student cannot be punished in any way for not participating in a fund-raiser program.
7. No student or adult may conduct a fundraiser for their own financial gain.

FUNDRAISING ACCOUNTING PROCEDURES

1. All money from the fundraiser must be collected and tracked through the bookkeeper's office by the next business day.
2. The head of the program and bookkeeper must verify the amount collected for the fundraiser.

FUNDRAISING PROCEDURES

The following steps serve as a guide in holding a fundraiser:

1. Read and understand the fund-raiser policy.
2. Carefully consider the type and number of fund-raising activities that will be held during the year. Also consider sales tax implications, work involved, and anticipated profit.
3. Determine which vendor to use for the fund-raiser. Provide information which includes the business name, address, telephone number, and fax number. Provide an itemized list of what you intend to purchase.
4. If a catalog fund-raiser is being used that includes taxable products, sales tax must be collected and remitted to the vendor. It is recommended that the catalog prices include sales tax. The catalogs must indicate that sales tax is included in the price. Make sure you include all shipping costs associated with the purchase and delivery of the items.
5. Complete the *Fundraising Policy Request Form* and submit to the Principal/Athletic Director. This should include all information as stated above.
6. After the *Fundraising Policy Request Form* has been signed by the Principal/Athletic Director, he/she will submit a signed copy back to the head of the program/advisor and also give a signed copy to the Bookkeeper along with a purchase order request (see below).
7. The Principal/Athletic Director and Advisor/Coach must both sign the purchase order request.
8. Please plan ahead so the Bookkeeper is not expected to process requests immediately. The Bookkeeper needs a minimum of one (1) week to process purchase orders.
9. Once the purchase order is process, the Bookkeeper will give the purchase order back to the Advisor/Coach/Bookkeeper. At that time, the vendor may be contacted by the Advisor/Coach/Bookkeeper to place the order for the fund-raiser.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: 03/11/14

AMENDED: 02/14/17