

FUND RAISING & PURCHASING INSTRUCTIONS FOR ADVISORS/COACHES

MONEY HANDLING:

1. Any and all fund raising or request for donations must have prior District Office approval even if it is an event you do every year. Any fund raising events that require ACH deposits will not be approved. (donation and fund raising form is attached)
2. All funds collected must be turned in as soon as they are taken in – do NOT keep funds in your personal possession, desk drawer or at home, etc.
3. When turning in funds – complete the deposit form (including the appropriate account number) and provide documentation to show that the amount being turned in accounts for all money that has been collected. (deposit form is attached).
4. If the office secretary is not available – please place the deposit in the night drop box in the high school.

SPENDING RULES:

5. PO's must be done in advance. NO ONE should place an order other than the District Office. You should not just call it in – ALL orders must have approval from the District Office Finance Dept. PRIOR to an order being placed.
6. You may gather the necessary information – get quotes, etc. Then give all necessary information to Cindy Ikert for processing.
7. District will place the order – Once the order is received notify Cindy that the invoice can be paid. If the invoice is received by you – please forward it to the District Office or Cindy Ikert.
8. When using a Fund 21 account – you will only be allowed to spend up to what is currently in your account – Fund 21's can NOT go in the negative.
9. Note that checks are only printed twice a month – 15th & 30th (deadlines for check runs are the 12th & 27th). Please plan ahead for any conferences, hotels or activity expenses.

**SCHOOL DISTRICT OF WAUPACA
DEPOSIT SLIP
FOR FUND 21**

Date: _____ **School:** _____

Monies Received From: _____

Account Name: _____

(i.e.: Trees for Tomorrow or Beat the Heat, etc.)

Counted By: _____

Account #: _____

Coins: _____

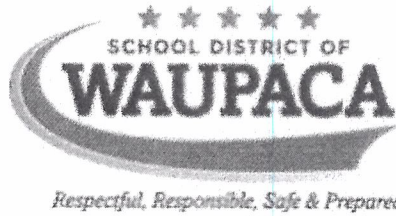
Bills: _____

Checks: _____

Total of Deposit: _____

Be sure to attach documentation to this form that corresponds to the deposit.

Receipt # _____ **Date:** _____ **Verified:** _____



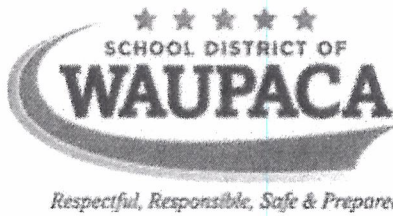
Fundraising Form

The School District of Waupaca believes that the majority of needed learning resources should come from the District Budget. However, we also believe that from time to time outside funding opportunities exist to support our outcomes. Any outside funding resources must assist us in achieving our district mission, vision, and priorities.

Fundraising should only be done when a student organization, with the assistance/direction of their advisor, “wishes to have more” than district funds allow. Fundraising by definition is the act of selling goods/services for a profit. Fundraising should enhance student opportunities, while being careful not to create inequities between students or put undue burden on district or community resources. Funds raised through fundraising will be deposited into Activity Accounts (fund 21 or 60 accounts). At the end of the school year, any unspent funds will be “rolled” into the same account for the following school year. Note: Activity Accounts cannot be negative at anytime.

This form must be electronically completed (please make a copy of it) prior to starting any fundraising activities associated with the School District of Waupaca by either Students and/or Staff. Completed forms need to be turned into the building Principal/Director where the proposed fundraising will occur at least two weeks prior to the start of the fundraising. Those organizing/responsible for the fundraising should review School Board Policies 374 (Student Fundraising Activities), 663 (Staff Cash Handling), and 662.1 (Student Activity Funds Management) before completing this form.

Class/Organization that is Fundraising:
Class/Organization Advisor:
Purpose of Fundraiser (be sure to include when spending of funds will be completed. Ex: 13th grade Museum field trip in March, collecting Gifts/Donations Dec. 1 - Dec. 15.)
Date/Time of Fundraiser (include start and end dates):
List item(s) to be sold:
Businesses you will be working with/soliciting funds from (ex: The Red Mill is giving us a discount on ...) :
What is the cost of the item(s) being sold?
What is your total projected revenue:



Fundraising Reminders

- There is to be absolutely no door-to-door or telephone solicitation.
- Funds must be deposited in accordance with district policies; *All funds collected by the principal/supervisor must be receipted and given to the building secretary/district office preferably immediately but no later than 3:00 p.m. of the day the funds were received (from policy 663).*
- Cash collected during the fundraiser needs to be deposited; it can't be spent before being deposited with the proper building personnel.
- Advisors need to keep meticulous records of the funds collected and spent.

If you have questions regarding this guidance, please speak with your building Principal/Director.

Advisor's Signature

Date

Principal/Director Signature

Date

Director of Technology Signature (if applicable)

Date

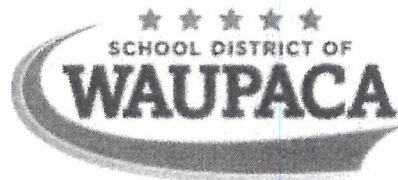
Director of Business Services Signature

Date

To be completed only by the Director of Business Services
This Fundraising Request is being ____ Approved or ____ Denied (if denied, here are the reasons)
All funds received and spent for this purpose will be associated with the following Student Activity Fund Account:

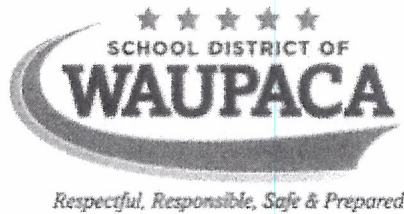
Once the Director of Business Services approves the Fundraising event and identifies the appropriate account(s):

1. A copy of the completed Fundraising Form will be given to the building Principal/ Director.
 - a. The building Principal/Director should then give copies of the completed form to the Student Activity Advisor and "book keeper"/secretary.
2. The "book keeper"/secretary must:
 - a. Work cooperatively with the Student Activity Advisor to ensure that funds are appropriately receipted, tracked, and spent.
 - b. Provides Building Principal/Director with monthly updates specific to the fundraiser



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accounts within the building. (Fund 21 & 60 Activity Account Reports should be utilized for these monthly updates.)



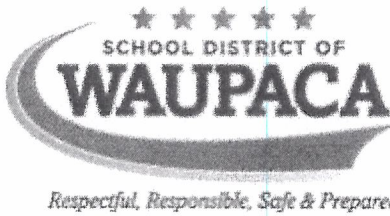
Gift and Donation Form

The School District of Waupaca believes that the majority of needed learning resources should come from the District Budget. However, we also believe that from time to time outside funding opportunities exist to support our outcomes. Any outside funding resources must assist us in achieving our district mission, vision, and priorities.

Gift/Donation campaigns should only be conducted when a student organization, with the assistance/direction of their advisor, “wishes to have more” than district funds allow. Gifting or Donating by definition is the act of giving something without the expectation of anything in return. Gifts and Donations should enhance student opportunities, while being careful not to create inequities between students or put undue burden on district or community resources. Funds raised through Gift/Donation campaigns will be deposited into the District Gift and Donation Account (Fund 21 accounts). At the end of the school year, any unspent funds will be “rolled” into the same account for the following school year. Gift/Donation Accounts cannot be negative at the end of the school year.

This form must be electronically completed (please make a copy of it) prior to starting any Gift/Donation campaigns associated with the School District of Waupaca by either Students and/or Staff. Completed forms need to be turned into the building Principal/Director where the proposed Gift/Donations will be accepted at least two weeks prior to the start of the Gift/Donation campaign. Those organizing/responsible for accepting the Gift/Donation should review School Board Policies 840 (Public Gifts to the Schools), 663 (Staff Cash Handling), and 662.1 (Student Activity Funds Management) before completing this form.

Class/Organization seeking Gifts/Donations:
Class/Organization Advisor:
Purpose of Gifts/Donations (be sure to include when spending of funds will be completed. Ex: 13th grade Museum field trip in March, collecting Gifts/Donations Dec. 1 - Dec. 15.)
Date/Time of Gift/Donation Campaign (include start and end dates):
List item(s) to be collected (if any):
Businesses you will be working with/soliciting Gifts/Donations from:
What is your projected revenue:



Gift/Donation Reminders

- There is to be absolutely no door-to-door or telephone solicitation.
- Accepted Gifts/Donations must be deposited in accordance with district policies; *All funds collected by the principal/supervisor must be receipted and given to the building secretary/district office preferably immediately but no later than 3:00 p.m. of the day the funds were received (from policy 663).*
- Cash collected during the Gift/Donation Campaign needs to be deposited; it can't be spent before being deposited with the proper building personnel.
- Advisors need to keep meticulous records of the funds collected and spent.

If you have questions regarding this guidance, please speak with your building Principal/Director.

Advisor's Signature

Date

Principal/Director Signature

Date

Director of Technology Signature (if applicable)

Date

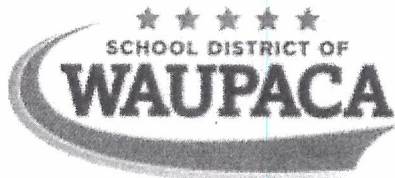
Director of Business Services Signature

Date

To be completed only by the Director of Business Services
This Gift/Donation Request is being ____ Approved or ____ Denied (if denied, here are the reasons)
All funds received and spent for this purpose will be associated with the following District Gift and Donation Account:

Once the Director of Business Services approves the Gift/Donation event and identifies the appropriate account(s):

1. A copy of the completed Fundraising Form will be given to the building Principal/Director.
 - a. The building Principal/Director should then give copies of the completed form to the Student Activity Advisor and "bookkeeper"/secretary.
2. The "bookkeeper"/secretary must:
 - a. Work cooperatively with the Student Activity Advisor to ensure that funds are appropriately receipted, tracked, and spent.



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- b. Provides Building Principal/Director with monthly updates specific to the Gift and Donation accounts within the building. (Fund 21 District Gift and Donation Account Reports should be utilized for these monthly updates.)