

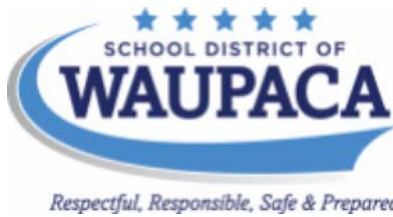
Fundraising Form

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

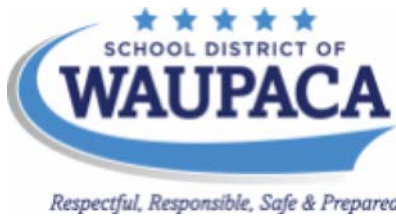
Director of Business Services Signature

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



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