

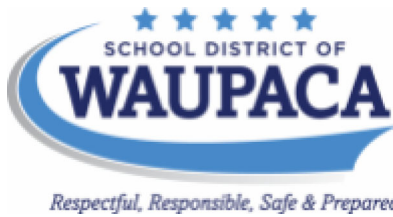
Gift and Donation Form

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

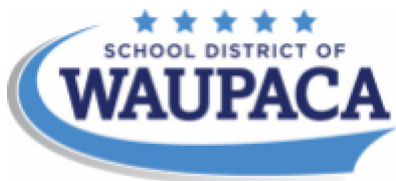
Director of Business Services Signature

Date

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

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.



Respectful, Responsible, Safe & Prepared

- 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.)