

GIFTS AND SOLICITATIONS

FJ  
(LOCAL)

SCHOOL-  
SPONSORED

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor.

All fund-raising projects shall be subject to the approval of the principal.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program.  
Funds raised shall be received, deposited, and disbursed in accordance with CFD (LOCAL).

The use of money (as a fund-raising project) in the election of a student to any school office shall be prohibited.

BY OUTSIDE  
ORGANIZATIONS

No outside organizations of any sort may solicit contributions of any type from students, within the schools.

LOSS OF CLASS TIME

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees.

The Superintendent shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.

CIVIC CAMPAIGNS  
AND FUND-RAISING  
DRIVES

The District schools shall cooperate to the extent possible with social and civic campaigns, as approved by the Superintendent, in the belief that students shall be trained in good citizenship and civic responsibility. The schools shall allocate only a limited portion of the school time to such approved activities.

SOLICITATIONS

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals.

This policy shall apply in particular to ticket sales and sales of articles or services except those directly sponsored or handled by the school authorities.

DATE ISSUED:  
NEWLOC  
FJ(LOCAL)-X

ADOPTED:

1 of 1

## Fundraising Instructions

### Sponsor Responsibilities:

1. The Tabulation of Monies collected form should be used to document money collected and to submit money from multiple collections to the financial clerk or designee.
2. This form shall list the names from whom the monies were received and the amounts of monies that each submitted.
3. Collections shall be submitted to the financial clerk or designee weekly with the tabulation of monies form or when the form is full, whichever comes first.
4. All money collected must be submitted to the financial clerk or designee in the same form as collected. Employee's personal checks may not be substituted for cash collections.

The tabulation form must be written legibly and in ink.

### Financial Clerk or designee responsibilities:

1. When funds documented on the tabulation form are submitted, the financial clerk or designee shall:
2. Reconcile monies received to the total amounts listed on the tabulation form.
3. Issue a receipt when monies received have been satisfactorily verified.
4. Indicate on the tabulation form, the receipt number and the date of issuance.
5. Retain the original tabulation form and return a copy to the person transmitting the monies. The original tabulation form cannot be used again to record additional collections, a new form must be used.

ARP INDEPENDENT SCHOOL DISTRICT  
MONEY-RAISING ACTIVITY REPORT

PERMISSION REQUEST

Organization Requesting Fundraiser and Sponsor: \_\_\_\_\_

\_\_\_\_\_

Brief description of fundraiser & details of when/where activity will take place:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose funds will be used for: \_\_\_\_\_

\_\_\_\_\_

Does the activity require payment up front, if so where will the funds come from?

\_\_\_\_\_

\_\_\_\_\_

Date: Beginning \_\_\_\_\_ Ending: \_\_\_\_\_

This is the 1<sup>st</sup>( ) 2<sup>nd</sup>( ) 3<sup>rd</sup>( ) 4<sup>th</sup>( ) 5<sup>th</sup>( ) 6<sup>th</sup>( ) 7<sup>th</sup>( ) money-raising activity for this semester.

I, \_\_\_\_\_, have requested permission to conduct a money-raising activity. I will be responsible for the accountability of all monies collected at the conclusion of the money-raising activity. I also agree to follow instructions set forth by the fundraising instruction sheet and at the conclusion of the fundraising activity, I will turn in all records to the principal or the financial clerk designee.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Principal

Once approved, sponsor should get the fundraising instruction sheet, activity final report, and money tabulation sheet.