

ALEXANDRIA SCHOOL DISTRICT
2019-2020 FUNDRAISING REQUESTS
July 1, 2019 – June 30, 2020

In accordance with School District Policy 707, District supports fundraising activities that are designed to raise funds, provide services for students, or boost specific programs needing financial help.

DIRECTIONS: All staff, clubs or organizations are required to submit a Fundraising Purpose and Activity Proposal, and to:

- receive administrative review
- receive school board approval
- receive District Fundraiser Committee support for contribution requests on \$1,000 or greater

.....prior to conducting any fundraising events within the district

FUNDRAISING GUIDELINES:

- Complete Fundraising Proposal Request Packet (see enclosed)
- Insure fundraising will not negatively impact or jeopardize the school's ability to financially support the identified service or program in the future
- Identify a need for the event
- Limit events during the school day
- Meet necessary state and local food service and health regulations
- Limit community solicitation, door-to-door sales and students serving as work force
- Notify parents prior to conducting the activity
- Limit the number of elementary fundraising events
- Follow district accounting procedures for funds raised
- Receive necessary permits and other agency approval prior to funds being raised
- Consider private service versus private commercial gain in fundraising events
- Recognize the district retains the right to determine recognition given private company or business

2019-20
FUNDRAISING ACTIVITY GUIDELINES
July 1, 2019 – June 30, 2020

Each activity should meet the guidelines noted below before administrative support is given.

- Group/organization received District Fundraiser Committee support prior to soliciting contributions and/or donations of greater than \$1,000.
- Group/organization completing fundraising activity is sanctioned by School District.
- Parent/Guardian notification will be made when student solicitation is required and elementary student fundraisers will be limited in scope and number.
- Appropriate city/county/state permits will be received prior to event.
- If required, an appropriate review and selection of the fundraiser vendor was completed.
- The purpose and need of the fundraising activity is appropriate to the District's total educational program.
 - Group/organization equity
 - Gender equity
 - Socio-economic equity (i.e. scholarships available)
 - Fundraising dollars/student involvement equity
 - Appropriateness of the type of fundraising
 - Avoids starter fund support of a future ongoing expense
 - Consideration given for private service vs. private commercial gain on events that involve businesses or companies (i.e. advertising)
 - Appropriate profit margin – will vary depending on event

<p>SCHOOL DISTRICT ACTION Admin Review: _____ Date: _____ Board Action: _____ Date: _____ A = Approved, D= Denied</p>
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**2019-20 DISTRICT
FUND RAISING PURPOSE AND ACTIVITY PROPOSAL**

DATE: _____

1. GROUP/ORGANIZATION'S NAME _____

2. DISTRICT ADVISOR/CONTACT PERSON: _____

3. PURPOSE AND NEED FOR FUND RAISING ACTIVITY (Briefly Explain):

Extent of Need Explanation (Estimated Budget)

Due or Fee Expenses	\$ _____
Transportation Expenses	\$ _____
Meals and Lodging Expenses.	\$ _____
Uniform/Costume Expenses	\$ _____
Salary Expenses	\$ _____
Insurance Expenses	\$ _____
Materials & Misc Expenses	\$ _____
TOTAL . . . \$	_____

4. FUND RAISING ACTIVITY'S IMPACT TO STUDENTS (Briefly Explain):

5. FINANCIAL STATUS OF GROUP/ORGANIZATION:
___ Fully subsidized by School
___ Partially subsidized by School District
 Total Budget \$ _____
 School District Subsidy \$ _____
___ Not subsidized by School District
 Total Budget \$ _____

6. FUND RAISING ACTIVITY:
Proposed Date(s) and Time(s): _____

Briefly Explain Activity (Process, Fees, Location, Vendor, Solicitation, etc.)

Briefly explain how the vendor for fund raising activity was selected:

- If a District vendor was selected, is an explanation memo being sent to other District vendors? ___ Not Appropriate ___Yes ___No
- Does activity involve community solicitation or door-to-door sales? ___Yes ___No
- Does activity involve student solicitation or sales (Parent notification required)? ___Yes ___No
- Does activity require special permits? ___Yes ___No
- Does activity require special food service monitoring? ___Yes ___No

Projected total group/organization profits from fund raising event: \$_____

Estimated percent of profits to total sales: _____%

Briefly explain impact to group/organization if project fund raising profits not reached:

ADMINISTRATIVE REVIEW

1. Does activity involve student group/organization; or community group and is characterized by one of the following: takes place during school time, utilizes school facilities or equipment or involves school personnel? ___Yes ___No
 2. Does the event require compulsory donations or participation by students? ___Yes ___No
 3. Is the group/organization sanctioned by District? ___Yes ___No
 4. Did the request meet the two week notification limit? ___Yes ___No
 5. Is the purpose and need of the fund raising activity appropriate and considerate of District's total education program? ___Yes ___No
 - Group/organization equity
 - Gender equity
 - Fund raising dollars/student involve equity
 - Number of fund raising events
 - Appropriateness of the type of fund raising
 6. If required, did District complete the appropriate review and paperwork for the selection of a fund raiser vendor? ___Yes ___No
 7. Does the request meet the organization/group's three-year plan: ___Yes ___No
 8. Administrative Approval: Yes No By: _____
Approved Group/Organization's Profits from Event: \$_____
- Comment: _____
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SUBMIT TO MAGGIE TIMM BY THE 10TH OF EACH MONTH TO ENSURE IT IS ADDED TO THE BOARD AGENDA.