

FUND-RAISING FOR SCHOOL ACTIVITIES REQUEST (Employees)

Principal Approval Required

SCHOOL BOARD EMPLOYEE(S) RESPONSIBLE FOR FUND-RAISER:

FUND-RAISING ACTIVITY REQUESTED:

PROCEEDS FROM FUND-RAISER TO BE USED FOR:

DURING SCHOOL HOURS: YES NO

DATES OF FUND-RAISER: _____

SCHOOL BOARD POLICY 7.40: FUND-RAISING ACTIVITIES BY SCHOOL BOARD EMPLOYEES

All fund-raising activities shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent. The Wakulla County School Board authorizes principals to give prior written permission to use the name, logo, mascot, or trademark of their schools as part of fund-raising activities conducted by Wakulla County School Board employees.

1. A Board approved fund-raising form shall be submitted annually to the school principal and approved before any activities shall take place, **including any solicitations for funds from electronic means.**
2. The determination of the fund-raising activities for a school shall be the principal's responsibility and be kept within a reasonable limit, with consideration of justification of the need and explanation of the manner in which the funds will be expended.
3. The principal shall maintain a list of all authorized fund-raising activities for his/her school.
4. Money derived from any school fund-raising activity shall be deposited in the school's internal funds account and shall be dispersed as prescribed by School Board rules and State Board of Education rules.
5. All purchases made using fund-raising dollars such as equipment shall be property of the school for which the fund-raiser was approved and shall remain at that site.
6. Students may not sell any items on the school grounds without first having the principal's approval.
7. School sponsored fund-raisers which include the sale of food items during school hours shall be administered as outlined in WCSB Policy 2.95+ Wellness Program under Nutrition Goals.
8. Fund-raising activities may not require students to meet a minimum fund-raising level.
9. The principal may revoke the authorization of the fund-raising activity if the principal determines that the School Board employee has failed to comply with the terms of this policy.

I have read and understood the above School Board Policy 7.40 and agree to comply with all requirements.

Signature of Employee Requesting Fund-Raiser

Date of Request

Signature of Principal

Date of Approval