

Student Fund Raising Activities Procedure

For Student Clubs with Advisors

1. Advisor establishes the need for a fund raising activity, reads Administrative Regulations 7450R, and submits request form 7450F to Principal for review.
2. Principal reviews form and fundraising calendar to identify and potential conflicts with other fund raising activities and/or district/building events.
3. If Principal approves activity, form is signed, scanned, and emailed to Superintendent for approval.
4. If Superintendent approves activity, email is returned to Principal with approval statement embedded.
5. Principal emails approved forms back to Advisor, Central Treasurer (Karen Hradisky), and Building Secretary.
6. Building Secretary adds activity to the school website Fund Raising Calendar and pushes calendar item to district level.
7. Activity proceeds as planned.

For Athletic Teams with Coaches

1. Coach establishes the need for a fund raising activity, reads Administrative Regulations and Procedures 7450R and 7450P, and submits request form 7450F to Athletic Director for review.
2. If Athletic Director approves activity, form is signed, scanned, and emailed to Principal for approval.
3. Principal reviews form and fundraising calendar to identify and potential conflicts with other fund raising activities and/or district/building events.
4. If Principal approves activity, form is signed, scanned, and emailed to Superintendent for approval.
5. If Superintendent approves activity, email is returned to Principal with approval statement embedded.
6. Principal emails approved form to Athletic Director and Athletic Director's Secretary.
7. Athletic Director's Secretary emails approved form to Coach and Sports Boosters Fund Raising Representative, and adds activity to the Fund Raising Calendar, and pushes calendar item to district level.
8. Activity proceeds as planned.

Approved: August 20, 2010

Revised: July 28, 2011