

**FUND-RAISING PROCEDURES**

1. The principal of the School should arrange a meeting with the project supervisor (or other responsible official) prior to the start of the project and explain the District's standard fund-raising procedures which must be followed. The principal should follow-up during the project and upon project completion to ensure that these policies have been properly implemented.
2. Before fund-raising items are distributed to students, a detailed record should be made showing the exact number of items given to each student. The student and project supervisor (or other responsible official) should both sign this record to show their agreement with the amount.
3. Upon completion of the fund-raising project, the students should immediately be required to return any unsold items and/or money collected. A record should be kept of this activity and should be signed by both the student and project supervisor (or other responsible official). By comparing the records in Steps #1 and #2, you should be able to identify at any point in time how much money is still uncollected and which student is responsible. Signing the records serves to hold individuals accountable in order to avoid "my word against your word" situations.
4. When the project supervisor (or other responsible official) turns in money to the school secretary to be deposited, he or she should be given a signed receipt by the secretary. It would also be helpful if the secretary was given a breakdown of the funds by the student. Students should be discouraged from bringing money directly to the school secretary since this circumvents Step #2. If money is given directly to the school secretary, a signed receipt should be given to the student and a copy of this information should be given to the project supervisor (or other responsible official).
5. Someone, such as a secretary, principal or accounting personnel, should be responsible for determining that final project profit agrees with the projected amount and, if not, to bring this matter to the attention of the appropriate administrator as soon as possible.

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