

HOWARD SCHOOL DISTRICT STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. It is the responsibility of the coach/advisor to request funds from the All Activities Booster Club prior to submitting the fundraising application. The application must provide explanation of funds received or denied.
- B. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- C. All fundraising activities, including the selling of goods and services or the solicitation of in-kind gifts, must be approved in advance by Howard High School Superintendent based upon procedures set forth by the student handbook.
- D. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- E. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- F. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.
- G. Beginning with the 2018-2019 school year, each co-curricular/extra-curricular organization must provide a budget by July 1, along with fundraising proposals.



FUND RAISING ACTIVITY APPLICATION HOWARD PUBLIC SCHOOLS

DATE OF APPLICATION: _____

NAME OF ORGANIZATION: _____

NAME OF ADVISOR/COACH: _____

PURPOSE OF SALES/FUND RAISER: (how will the proceeds be used?)

WERE FUNDS PROVIDED BY THE ALL ACTIVITIES BOOSTER CLUB ____ YES ____ NO
Explain

NAMES OF STUDENTS IN CHARGE OF SALE/FUND RAISING: (Captains, Officers, etc.)

SPECIFIC PRODUCT TO BE SOLD: _____

PRODUCT COST TO THE ORGANIZATION: \$ _____

SALE PRICE TO THE CUSTOMER: \$ _____

DATES FOR SALES: (approximate) FROM _____ TO _____

_____ APPROVAL

_____ DISAPPROVAL

Stipulations/Reasons:

ADVISOR/COACH SIGNATURE

SUPERINTENDENT SIGNATURE

Adopted August 2017