

Old Forge School District Fundraising Policy

1. A district master list of standing fundraising activities conducted by the school related organizations/clubs has been established and distributed to all organizations/clubs.
2. All organizations/clubs will continue to conduct their established fundraising activity until the organization/club voluntarily gives it up by notifying the building level principal on the appropriate district form.
3. Only upon voluntary notification of the discontinuation of a fundraising activity, can another organization/club apply to conduct an activity previously conducted by another group.
4. Any new request or a change in the status of an existing fundraiser must be approved by the building level principal and superintendent by submitting the appropriate district form.
5. Organizations/clubs are to conduct all fundraising activities during the approved time period or must request an extension from the building principal.
6. Each organization/club must complete a post-fundraising form which must be submitted to the building level principal within one month of the completion date of the fundraiser.
7. No future fundraisers will be approved unless the proper documentation is submitted.
8. It is the responsibility of the building level principal to submit the fundraising requests to the superintendent for approval and inclusion on the district master fundraising list.
9. All organizations/clubs must submit the names and phone numbers of its officers to the building principal on the district form. All lists must be updated annually.
10. No member of the staff may sell items or conduct fundraisers without the building principal's approval. All sales must be checked with the fundraisers conducted by the district's organizations/clubs. If there is a conflict/duplication, the member of the staff is not allowed to sell the item or conduct the fundraiser.

**OLD FORGE SCHOOL DISTRICT
ORGANIZATION/CLUB CONTACT LIST**

Date _____

All organizations/clubs must submit the names and phone numbers of its officers to the building principal. All contact lists must be updated annually.

Club/Organization _____

President _____
Name Phone Number

Vice President _____
Name Phone Number

Secretary _____
Name Phone Number

Treasurer _____
Name Phone Number

Other/Advisor _____
Office Name Phone Number

OLD FORGE SCHOOL DISTRICT FUNDRAISING ACTIVITY REQUEST FORM

Date _____

All groups conducting school related fundraising activities must complete the proper request form and receive approval from the building principal and superintendent prior to conducting any fundraising activity. Forms should be submitted to the building level principal. The principal will submit all forms to the superintendent for approval. No fundraising activity is to be conducted without this prior approval.

Club/Organization _____

Advisor/Sponsor _____

Check one: Existing Activity New Activity

School building where fundraiser will be conducted _____

Purpose for conducting fundraiser _____

Items to be sold _____

Proposed dates for conducting fundraiser Start _____ Complete _____

Name of account where funds will be deposited _____

Advisor/Sponsor _____
Signature Date

Approval:

YES NO Principal: _____ Date: _____

YES NO Superintendent: _____ Date: _____

**OLD FORGE SCHOOL DISTRICT
POST FUNDRAISING ACTIVITY FORM**

Date _____

All groups conducting school related fundraising activities must complete the proper post fundraising form within one month following the completion of a fundraising activity. Forms should be submitted to the building level principal. The principal will submit all forms to the superintendent. No future fundraising activity will be approved until the proper documentation is submitted.

Club/Organization _____

Advisor/Sponsor _____

Items sold _____

Company purchased from _____

Purchase price _____

Price of items sold _____

Other expenses incurred _____

Total profit _____

Dates fundraiser was conducted Start _____ Complete _____

Advisor/Sponsor		
	Signature	Date

Principal		
	Signature	Date

Superintendent		
	Signature	Date

**OLD FORGE SCHOOL DISTRICT
VOLUNTARY CHANGE IN FUNDRAISING ACTIVITY FORM**

Date _____

Any organization/club requesting a change in an existing school related fundraising activity must complete the proper form prior to changing the activity. Forms should be submitted to the building level principal. The principal will submit all forms to the superintendent for approval.

Club/Organization _____

Advisor/Sponsor _____

Fundraiser to be discontinued _____

Check one: Will be replaced with another activity

Requesting approval to be replaced

Replacement activity _____

School building where fundraiser will be conducted _____

Purpose for conducting fundraiser _____

Proposed dates for new fundraiser Start _____ Complete _____

Name of account where funds will be deposited _____

Advisor/Sponsor _____

Signature

Date

Approval:

YES NO Principal: _____ Date: _____

YES NO Superintendent: _____ Date: _____