

# OLD FORGE SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL-RELATED GROUPS/  
BOOSTERS/SUPPORT/PTA  
ORGANIZATIONS

ADOPTED: January 15, 2003

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">915. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/PTA ORGANIZATIONS</p> <p><u>Fundraising Policy</u></p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>5. Organizations/clubs are to conduct all fundraising activities during the approved time period or must request an extension from the building principal.</li><li>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.</li><li>7. No future fundraisers will be approved unless the proper documentation is submitted.</li><li>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.</li></ol>
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<p>School Code 511</p> <p>Board Policy 229, 618</p>	<p>9. All organizations/clubs must submit the names and phone numbers of their officers to the building principal on the district form. All lists must be updated annually.</p> <p>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.</p> <p>11. Any organization/club may extend its fundraiser up to ten (10) school days beyond the completion date entered on the Fundraising Activity Request Form with approval by the principal.</p> <p>12. Any organization/club involved in a fundraising activity will be totally liable for all expenses incurred. At no time will the Old Forge School District assume financial responsibility for any organization/club which does not meet its fundraising goal.</p>
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