

Hardee District Schools Fund-Raising Procedures

Hardee District Schools \$ P.O. Drawer 1678 \$ Wauchula, FL 33873 \$ (863) 773-9058



All school groups, clubs, teams, and organizations must follow these guidelines when soliciting funds or organizing any fund raising activity. Any group outside of school raising funds in the name of the school, club, team, or activity must also follow these procedures.

General Guidelines

- A. A fund raising activity is any solicitation for the purpose of obtaining funds that is approved by the school principal and operating in the name of the school and includes activities conducted by pupils both on and off school property.
- B. School principals must give careful consideration to the number and extent of fund raising activities so that the total fund raising efforts in a school do not become a burden or a nuisance to students, staff, parents/guardians, or the community.
- C. Each principal must ensure that the purpose of each fund raising activity is clearly outlined and that the types of fund raising activities are consistent with educational objectives and community standards.
- D. Responsibility for maintaining appropriate financial records lies with the activity sponsor under the authority of the principal. Financial records may be subject to audit and must be submitted at the conclusion of each fund raising activity.
- E. Concern for the safety of students and consideration for the community requires that canvassing, sales, or solicitation of pledges not be permitted in unsafe locations or on a door-to-door basis.
- F. The participation of any student or staff member in a fund raising activity is on a voluntary basis.
- G. Only those fund raising activities that receive prior written approval from the principal of the school will be permitted.
- H. Solicitation for donations requires written approval prior to contacting individual donors or businesses.
- I. Fund raising sponsors shall follow the financial procedures for fund raising as determined by Board policy in order to protect people required to handle money.

Accounting for funds

- A. All school fund raising project monies must be collected daily.
- B. School fund raising monies must be turned over to the school bookkeeper for proper accounting and must be deposited daily.
- C. Sponsors will be responsible for following proper school and district procedures and filing correct forms when depositing money with the school bookkeeper.

Record Keeping

- A. Sponsors will be required to keep a record of income, expenses, and inventory counts.
- B. Receipts for monies spent will be kept and accounted for.
- C. Receipts will be issued for all monies collected in accordance with District guidelines.

Final Report

- A. At the conclusion of the fund raiser a *Fund-Raising Activity Final Operating Report* will be submitted to the principal.