

MESSALONSKEE SCHOOL DISTRICT (MSAD #47)

File: JJE

SCHOOL FUND RAISING ACTIVITIES

School programs, activities or organizations needing supplementary funds may engage in fundraising activities provided those activities are conducted in accordance with this policy. Fundraising by school organizations, PTA/PTOs, Boosters' Clubs, and other school-supported clubs/activities must directly benefit students.

A Fundraising Activities Plan must be submitted to the appropriate building principal for approval at least 30 days before a planned fundraising event. A fundraising plan will only be approved if the principal is satisfied with the safety, appropriateness, coordination, and accountability of the planned activity. Fundraising activities may not disrupt the educational program.

Each principal will maintain an updated calendar of fundraising events in his or her school and provide the Superintendent with copies of that calendar. Funds will be handled in accordance with procedures developed by the superintendent's office and communicated to each principal.

Requests to fundraise by charities, community groups, or others interested in fundraising will be handled on a case by case basis by the MSAD #47 Board of Directors.

Fundraising activities must comply with federal, state, and local laws, including those related to the school's food service program and games of chance, and any applicable school board policies. (Note: games of chance require a license except raffles when the prize value is under \$10,000.)

Cross Reference: JJE-E – Fundraising Activities Plan
(Separate Booster Policy?)

Legal Reference: 17 M.R.S.A. Chapter 14

Date of Adoption: March 3, 2004

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FUND RAISING ACTIVITIES PLAN

This plan must be submitted for approval to the appropriate building principal at least 30 days prior to the start of a fundraising activity.

School Name: _____

Financial Goal (Dollar Amount) and Purpose: _____

Est. Revenues (\$ Amount): _____ Est. Expenditures (\$ Amount): _____

Organization: _____ Person(s) Responsible: _____

Date(s) of Fundraising Activity(ies): _____

Description of Event(s) (including extent of student involvement, arrangements for adult supervision, when and how the activities will take place, names of any vendors or outside organizations involved in the activity, and arrangements for financial accountability):

Upon completion of this form, submit it to the Principal for approval.

Approved – Signature of Principal

Date

**SUMMARY – To be completed and submitted to the Principal
Within 14 days after the fundraising activity ends.**

Total Revenues: \$ _____

Total Expenditures: \$ _____

Net Income: \$ _____

Remarks:

Signature of Responsible Person for Fundraiser

Date

Signature of Treasurer/Advisor

Date

Date Received by Principal:
