

FUNDRAISING POLICY

Revised 7/10/17

Fundraising activities are divided into two categories: those that meet the definition of an Agency Activity Account and those that are identified as Booster Clubs, Parent/Teacher Organization, Foundations, or any organizations or groups not under the supervision or administrative authority of the Pierre School District.

- A. Booster Clubs, Parent/Teacher Organization, Athletic Clubs, Foundations and related organizations.
 1. Organizations must be approved by the School Board to conduct fundraising activities. Approval will be provided initially and continues until the Board ceases to recognize the organization for fundraising purposes.
 2. The fundraising activities must primarily benefit the programs and activities of the School District to be approved by the School Board.
 3. Fundraising activities are permitted on school property during school hours and during school activities or events as long as they do not interfere with instructional time or the event.
 4. A final or annual financial report will be submitted to the Business Manager.
 5. All of the above will be coordinated with the appropriate Administrator.

- B. Agency account activities/organizations are approved as shown under section 1.a. through 1.c. These accounts are permitted to carry out fundraising activities if the proceeds are for a specific school district approved student activity. The agency accounts are held by the School District in a purely custodial capacity for the student organization or student related group.

Student Fundraising activities

- a) Any student organization or student related group that wishes to engage in a fundraising activity must complete a "Request for Fundraising Activity Account" form. Approval must be received from the building administrator or athletic director for athletic accounts, and the business manager before any fundraising activity may commence.
- b) The form must be completed in duplicate. A copy will be filed with the building administrator or athletic director for athletic accounts, and the Business Office.
- c) Specific educational goals/outcomes that will benefit the School District's Programs and specifically its students must be identified on the request form.
- d) Funds raised by student organizations must benefit the educational needs of students.
- e) Approved fundraising activities will be reviewed annually by the district's administrators.
- f) All student fundraising groups must have an advisor or person in charge assigned to the group, as well as elected officers.
- g) All expenditures from student organizations accounts will be approved by the advisor or person in charge and elected officer, before being submitted to the appropriate administrator and business manager for final approval.

Request for Fundraising Activity Account PIERRE SCHOOL DISTRICT NO. 32-2

REQUEST TO CREATE AND/OR CHANGE AN AGENCY ACCOUNT.

Date of Request: _____

Group or individual requesting new account or change in account _____

Has school board authorized/recognized the creation of this organization: (If so, indicate date of School Board authorization)

Name of fund (completed by Administrator) _____

Name of advisor or person in charge requesting approval of agency account:

Anticipated duration of fund: _____

List current group/organization officers, if currently determined: _____

Describe purpose of group/organization and educational goals:

Describe anticipated sources of funds:

Describe anticipated uses of funds:

Advisor's Signature

Administrator's Signature

Principal in Charge of Agency Accounts

Superintendent's Signature