

## Fundraiser Information

### **All Fundraisers require a minimum 3-week processing time.**

- “FUNDRAISING PERMISSION FORM” must be filled out at least 3 weeks prior to fundraiser. Submit a separate form for each fundraising activity. Principal approval must be received for any fundraiser that solicits the school community. Executive Directors of Business must approve all fundraisers that solicit the community at large – including businesses, advertising, signage.
- PERMISSION SLIPS should be signed by parents whenever students are given responsibility for products sold during fundraising.
- INDEPENDENT CONTRACTOR AGREEMENT and all corresponding paperwork, including Criminal Background Check release, must be signed and submitted at least 30 days prior to fundraiser for any individual or vendor who- 1)requires payment for his/her services or 2)comes in contact with students.
- MONEY COLLECTION – District Cash Handling Procedures apply. The basics:
  1. Keep all cash collected in the School vault overnight – do not lock in a classroom.
  2. Always give a receipt in return for cash – A receipt can be a pre-numbered slip, a pre-numbered ticket stub, etc.
  3. Be sure all checks are written to “[school name] [club name]” - for example, “Bradford Honor Society” and have the student’s name or ID# in the memo field, if applicable.
  4. Keep good documentation to support the amount and purpose of the money collected. Examples are – ticket sales report, copies of pre-numbered receipts given out, list of student and payments (attached), post-fundraising form (attached).
- CHECK REQUESTS –

District office - Financial Services require a 3-week advance notice\* to cut a check, and they only cut checks on Fridays.

School office – Middle and High School offices that cut checks for Student Activity accounts require a 1-week advance notice\*.

*\*These lead times are from the date that all forms with proper documentation and budget manager (or activity advisor) approval is received.*

**REMEMBER:** The District does not pay sales tax – present the attached exemption form to purchase tax free.

RECEIPT REQUIRED – **An original receipt is required for all checks cut.** Please get a receipt from the participating business(es) to submit with any request for payment or reimbursement.
- POST-FUNDRAISING FORM must be completed within 2 weeks after the fundraiser ends.

**Failure to comply with these requirements may prevent you or your students from running future fundraisers.**

POLICY 6740  
STUDENT FUND RAISING ACTIVITIES

When authorized by the Superintendent/designee, students may, under adult supervision, raise funds for school-related purposes. Such fund raising shall be conducted as specified under the regulations of the District and shall not be conducted in any manner that would violate state or local ordinances.

Funds raised for the benefit of school groups or organizations, or for school activities, where such groups, organizations or activities are subsidized by District funds, shall be maintained by the District Business Office and shall be disbursed in accordance with established procedures.

Funds raised for the benefit of school groups or organizations, or for school activities, where such groups, organizations or activities are not subsidized by District funds, shall be maintained in separate accounts at the individual school and administered by the principal of each school, who shall make complete and accurate accounting for such funds.

LEGAL REF.: Wisconsin Statutes

Section 103.23 [Participation in fundraising activities by children under 12]  
118.12 [Sale of goods or services at schools]

CROSS REF.: 1314, Soliciting Funds From School Personnel  
1324, Soliciting Funds From Students  
1325.2, Fund Raising by Members of the Public  
3280, Gifts, Grants and Bequests  
3450, Monies in School Buildings  
5126.3, Management of Funds  
6700, Extracurricular Activities and Programs  
6710, School Organizations  
6741, Raffles  
WESSAS Accounting Handbook

ADMINISTRATIVE REGULATIONS: 6740, Fund Raising Permission Form

AFFIRMED: December 28, 1990

REVISED: January 29, 2002

RULE 6740  
STUDENT FUND RAISING ACTIVITY GUIDELINES

Student fund raising activities shall be classified under two headings:

1. Requests for fund raising within the school by students for the benefit of school groups shall be regulated by the principal as well as the District department administrator, where applicable.
2. Requests for fund raising solicitation from the public shall be analyzed and rejected or approved by the principal as well as the District department administrator, where applicable, and then forwarded to the Assistant Superintendent of Business Services for final approval. Requests of this nature will specify the purpose, type, and duration of the activity involved and shall require the approval of the principal or District department administrator before submission to the Assistant Superintendent of Business Services. The principal or District department administrator shall carefully evaluate the request and shall judge its validity on the basis of the use to be made by the funds acquired, the frequency of requests and shall avoid conflicts with projects of other groups.

A student under the age of 12 will be permitted to participate in a school fund raising activity only with the written approval of his/her parent(s)/guardian. Students under nine years of age must be physically accompanied by an adult or a person who is 16 years of age or older when working in a school fund raising activity.

Accounting for all funds raised shall be maintained in the principal's or District department administrator's office and all funds shall be disbursed in accordance with established operating procedures.

Records of all such activities shall be maintained administratively each year for summation as required. Any fund raising activity within an individual building shall have the specific approval of the principal.

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# *ADMINISTRATIVE REGULATION*

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ADMINISTRATIVE REGULATION 6740  
FUNDRAISING PERMISSION FORM

Name of School: \_\_\_\_\_

Check One: \_\_\_\_\_ School Community Fundraising (e.g., pizza, products, car washes,  
advertising in programs) - Requires approval of principal  
\_\_\_\_\_ Community at large/business (e.g., advertising, large signs) - Requires approval  
of principal and Superintendent of Schools/designee  
\_\_\_\_\_ Raffles - Requires approval of principal and Superintendent/designee; also  
complies with state law

Fundraising Project: \_\_\_\_\_

Requesting Organization/Class/Club \_\_\_\_\_

Number of Sellers/Promoters: \_\_\_\_\_

Date(s) of Fundraising/Activity/Event: \_\_\_\_\_ to \_\_\_\_\_

Supplies/Product/Service/Activity: \_\_\_\_\_

Cost of Product/Service/Activity: \_\_\_\_\_

Markup Percentage: \_\_\_\_\_

Expected Revenue: Gross \_\_\_\_\_ Net \_\_\_\_\_

Purpose for which funds will be used: \_\_\_\_\_

Will the item create a litter problem? \_\_\_\_\_

If so, the following remedial steps will be taken: \_\_\_\_\_

Signatures: \_\_\_\_\_

Organization/Club Advisor/Teacher Date

Principal Approval Date

Superintendent/Designee Approval Date

Comments: \_\_\_\_\_

\_\_\_\_ Attached is letter to parents regarding the fundraiser and requesting parent permission

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
KENOSHA, WISCONSIN

POST-FUNDRAISING FORM

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Item Sold: \_\_\_\_\_

Vendor's Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sales Price

Number of Items Purchased

\_\_\_\_\_ = \_\_\_\_\_

Actual Receipts = \_\_\_\_\_

Variance = \_\_\_\_\_

Explanation of Variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Analysis of Project (i.e., Product Quality, Salability, Profit, Service, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advisor: \_\_\_\_\_

# FUNDRAISING PERMISSION FORM

Dear Parent/Guardian:

This letter is to inform you of a fundraiser being held at our school. By signing this form as indicated below, you are giving your child permission to participate. Please be advised that by signing this form you are:

- ✓ Responsible for orders taken by you and/or your child
- ✓ Responsible for any product given to you and/or your child
- ✓ Responsible for all money collected
- ✓ Making sure that payment is made in full, on time
- ✓ If paying by check, only one check will be accepted, no 2 party checks
- ✓ Be advised that if payment is not made to the group holding the fundraiser by the due date, or a bad check is passed\*, Collection Services will be contacted and further collection efforts will be taken. Should this happen, a collection fee will be added, and you will be responsible for any other fee incurred such as postage, legal, court, etc. \*Presenting a check for fundraisers that is un-collectable is considered theft by definition of the Kenosha Police Department.

My child, \_\_\_\_\_ has my permission to  
participate in the fundraiser at \_\_\_\_\_ School.

I have read the guidelines above.

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Student Name-**Please Print**

Student ID Number

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Parent/Guardian Signature

Date

**KENOSHA UNIFIED SCHOOL DISTRICT**  
**STUDENT ACTIVITY FUNDS**  
**MONEY COLLECTED FROM STUDENTS FORM**

Date \_\_\_\_\_

Club \_\_\_\_\_

School \_\_\_\_\_

Advisor \_\_\_\_\_

	<b>Student Name</b>	<b>Student ID</b>	<b>Amount</b>	<b>Check# OR "cash"</b>	<b>Purpose</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

Total Collected:\$ \_\_\_\_\_ *(must agree with deposit slip)*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Verification Signature \_\_\_\_\_

Date \_\_\_\_\_