

### District Fundraising Information

**This information applies to all fundraisers performed by District and School Personnel and Student Activity Fund participants.**

**PROCEDURES:**

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

	<b>Step</b>	<b>Time frame</b>	<b>Completed? Yes or No</b>
<b>1</b>	Discuss fundraiser with principal and obtain verbal approval.	4 weeks before fundraiser	
<b>2</b>	Complete Fundraiser Permission Request Form. The Excel form is located on Advisor under Departments/Finance/Fundraising. Please complete in Excel, print out and sign.	4 weeks before fundraiser	
<b>3</b>	Forward printed Fundraiser Permission Request to the appropriate parties for approval/signature.	3 weeks before fundraiser	
	If your fundraiser solicits the school community, the <b>principal</b> must approve the fundraiser.		
	If your fundraiser solicits the Community At Large, then the <b>principal and Superintendent (or superintendent designee)</b> must approve the fundraiser. This includes businesses, advertising and signage.		
<b>4</b>	Send home and collect Student Fundraising Permission Form, if students are under 12 years of age.  Template is on Advisor under Departments/Finance/Fundraising.	Have all student permission slips returned before fundraiser starts.	
<b>5</b>	Complete and have signed the Independent Contractor Agreement, if required. Template is on Advisor under Departments/Finance/Purchasing.  If you have any questions regarding this step, please contact the Purchasing Agent.	4 weeks before fundraiser	
<b>6</b>	Complete Criminal Background Check Release Form, forward form to Human Resources and have background check performed. A criminal background check must be performed for any individual who requires payment for his/her services and <b>comes in contact</b> with students. Form is located on Advisor under Departments/Human Resources/General Forms.  Any questions regarding this step, contact Human Resources.	4 weeks before fundraiser	
<b>7</b>	Obtain completed W-9 form for any new vendor and submit to School Secretary.  Form is located on Advisor under Departments/Finance/Purchasing, or you can find the blank W-9 form on the IRS website IRS.gov.	4 weeks before fundraiser	
<b>8</b>	Complete Post-Fundraising Report and submit to appropriate parties. The Excel Form is located on Advisor under Departments/Finance/Fundraising. Please complete in Excel, print out, sign and turn in to:	No later than 2 weeks after the fundraiser is completed.	
	If your fundraiser solicits the school community, the <b>principal</b> must receive the Post-Fundraising Form.		
	If your fundraiser solicits the Community At Large, then the <b>principal and Superintendent (or superintendent designee)</b> must receive the Post-Fundraising Form. This includes businesses, advertising and signage.		