

External Parties Fundraising Checklist

This information applies to all fundraisers by external parties in the name of the Kenosha Unified School District or any individual school. **(i.e. PTO/PTA's, Booster Clubs, Educational Foundations, etc.)**

PROCEDURES:

For compliance with School District Policy 1500, Parent organizations and other groups, such as booster clubs may raise funds for school related purposes. No individuals or groups shall raise funds in the name of the School District or by using the name of any individual school in the District without permission of the Superintendent and/or his/her designee. Such fundraising shall be conducted only as specified under established District policies and rules and shall not violate any state or local laws. No third party agency or organization shall be used to solicit on behalf of a school without the written consent of the Superintendent and/or his/her designee. An accurate accounting of all funds raised, expenses incurred and disbursements shall be kept in an appropriate manner.

	Step	Time frame	Completed? Yes or No
1	Discuss fundraiser with principal and obtain verbal approval.	4 weeks before fundraiser	
2	Obtain Excel copy of the Fundraiser Permission Form from the School Secretary.	4 weeks before fundraiser	
3	Complete in Excel, print, sign and forward the completed Fundraiser Permission Form to appropriate parties (i.e. Principal). The approvers are listed on the Fundraiser Permission Form.	3 weeks before fundraiser	
	If your fundraiser solicits the school community, the principal must approve the fundraiser.		
	If your fundraiser solicits the Community At Large, then the principal and Superintendent (or superintendent designee) must approve the fundraiser. This includes businesses, advertising and signage.		
4	If students are assisting in the external organization's fundraiser and are under 12 years of age, coordinate with the principal or school designee to send home and collect Student Fundraising Permission Forms.	Have all student permission slips returned before fundraiser starts.	
5	If applicable, have background checks performed. Keep background checks on file. A criminal background check must be performed for any individual who requires payment for his/her services and comes in contact with students. KUSD can request the background checks at any time; however, it does take time to process.	4 weeks before fundraiser	
6	Obtain Excel copy of the Post-Fundraising Report from School Secretary. Please complete in Excel, print, sign and forward the completed Post-Fundraising Form to the appropriate parties. The approvers are listed on the Post-Fundraising Report form.	No later than 2 weeks after the fundraiser is completed.	
	If your fundraiser solicits the school community, the principal must receive the Post-Fundraising Form.		
	If your fundraiser solicits the Community At Large, then the principal and Superintendent (or superintendent designee) must receive the Post-Fundraising Form. This includes businesses, advertising and signage.		

