

Fund-raising in the Sedona-Oak Creek Unified School District **(SOCUSD)**

Guidelines:

Activities that are done for the purpose of fund-raising must be initiated, sponsored, and recorded by one of the following:

- 1) A Sedona-Oak Creek School District (SOCUSD) **authorized student activity**. Receipts and expenditures must be recorded in an applicable SOCUSD Activity account. Refer to the SOCUSD Student Activities Manual.
- 2) A SOCUSD **recognized parent support organization**. Receipts and expenditures must be recorded in a parent organization checking account.

Student Activity Fund-raisers

1. Fund-raisers that are sponsored by a SOCUSD Student Activity must follow SOCUSD policy JJE as well as accounting procedures outlines in the SOCUSD Student Activity Manual.
2. The Fund-raising Authorization and Approval Form must be completed, signed by the activity/club sponsor and approved by both the Principal and Superintendent.
3. Fund-raising efforts should not begin until the fund-raiser has been officially approved by the Superintendent.

Note: **Students are not allowed to participate in any raffle or gambling-type fund-raiser.**

Parent support organization fund-raisers

1. Fund-raisers coordinated by a parent support organization may involve:

Parents/boosters only—requires Fund-raising Authorization and Approval Form signed by organization President and site Principal
2. Fund-raising efforts involving students should not begin until the fund-raiser has been officially approved by the Superintendent.

Sedona-Oak Creek School District

Fund-Raising Authorization and Approval Form

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the Principal or designee and the Organization.
All information must be submitted to Site Administration 14 days prior to fund-raiser.)

Name of Activity/Club/Organization: _____ School: _____

Activity/Club/Organization Sponsor: _____ Phone #: _____

Date of Request: _____ Organization's Meeting Date (of approval): _____

PURPOSE OF FUND-RAISER:	
FUND-RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, to whom will solicitations be made, etc.):	
LOCATION OF FUND-RAISER:	
HOW MANY STUDENTS WILL BE INVOLVED IN THE FUND-RAISER?	
START DATE OF FUND-RAISER:	END DATE OF FUND-RAISER:
ESTIMATED FUND-RAISER GOAL:	

All fund-raisers must have the approval of the Principal or designee. Sedona-Oak Creek School District activities that are done for the purpose of fund raising must be initiated, sponsored, and initial all appropriate:

_____ **SOCUSD Authorized Student Activity (Activity Sponsor initials)**

_____ **SOCUSD Authorized Student Activity (Club Officer's initials if applicable)**

_____ We acknowledge that student activity groups which sponsor a fund-raiser shall deposit funds and record expenditures in the applicable SOCUSD account and follow the SOCUSD Student Activities Manual guidelines.

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund-raiser, and have been reviewed with the school Principal.

Club Sponsor Signature Date Principal's or Designee's Approval Date

Contracts for Student Club fund-raisers or joint fund-raisers must be attached and approved by Superintendent

<input type="checkbox"/> Approved <input type="checkbox"/> NOT Approved	_____	_____
	Superintendent Signature or Designee	Date