

## STUDENTS

### Student Fundraising For Charitable Purposes

Charitable fundraising is defined as an official, organized effort by student groups to raise money for donation to a specific group, individual, or cause.

Each charitable fundraiser must be pre-approved by the building principal.

The type of activity must be documented on the Fundraising Activity Form at the time of pre-approval.

The intended beneficiary must be identified on the Fundraising Activity Form at the time of pre-approval.

The principal will take reasonable steps to ensure that the proposed beneficiary is a legitimate charitable organization or cause.

The fundraiser must follow all Central Kitsap School District guidelines for fundraising:

- Money, inventory, and other assets must be secured.
- Appropriate record keeping forms must be used to document details of the event.
- Money must be deposited according to District guidelines.
- A Fundraising Reconciliation Form must be completed at the end of the event.
- Charitable fundraising is a private activity; District funds cannot be used to offset, front-fund, or pre-pay any expenses.
- All expenses, including start up costs, must be by donation or may be reimbursed from the proceeds of the fundraiser provided proceeds are sufficient to cover the amount. Reimbursement will be made to whomever incurred the expense upon submittal of the original receipt.

The District shall withhold an amount (or be otherwise compensated) for the direct cost of its services when appropriate.

Supporters and prospective customers of the fundraiser must be notified of the intended use of the proceeds and informed that the proceeds are not ASB funds, but that proceeds will be held in trust by the school District exclusively for the specified purpose(s).

Notification can be on a sign posted in plain view of where money is exchanged; on preprinted cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts.

The following language must be used for notification: "Proceeds from this event will be donated to \_\_\_\_\_. Funds collected are not Associated Student Body Funds (ASB) but will be held in trust by the Central Kitsap School District exclusively for the specified purpose."

Money will be deposited to the ASB fund. A unique, site-defined code in the 62XX series (private money) of ASB accounts will be assigned for each event.

Payment of the donation will be by warrant (purchase order required) after completion of the fundraiser.

Receipts or deposit information should be attached to the warrant request as back-up documentation and sent to the Accounts Payable office.

The warrant request may not exceed the amount indicated on the back-up documents.

Approved: September 24, 2003