

DISTRICT FUNDRAISING GUIDELINES

Revised 6/9/17

Wayland Union Schools has established these guidelines for fundraising procedures (see Administrative Guideline 5830 for more information):

1. ALL fundraising must be approved by the district. This includes both new and previously established fundraising events that may include Jump Rope for Heart, Penny Wars, **ONE (1) Door-to-Door fundraiser per registered school organization**, or other charitable fundraising.
2. Each group/organization must be a registered organization/group of Wayland Union Schools. The registration form can be found on the district website.
3. ALL fundraising requests must be submitted for approval using the "Application for Fundraising Project" form. *An application form is available on the district website.* This form must have all requested information provided before being submitted. Incomplete forms will not be accepted for processing.
4. ALL fundraising requests are submitted to the building principal or appropriate administrator.
5. The Principal/Administrator will verify district budget accounts including general fund, teaching supplies and internal/Trust & Agency accounts to assure no other means are available to support the group or activity. This must be completed within 3 school days from the receipt of a properly completed application.
6. After the Principal/Administrator completes the designated portion of the application, the form will be forwarded to the Director of Finance for further review.
7. Director of Finance verifies the budget information provided by the Building Principal or Administrator.
8. Director of Finance reviews fundraising request to assure compliance with the following:
 - a. The group/organization has completed the proper registration form.
 - b. The need for or use of the funds does not fall under the baseline programming as established by the district.
 - c. The timeline for the fundraising does not conflict with previously approved fundraisers.
 - d. No other funds are available to support the use or need indicated on the application.
 - e. The use or need for the fundraising is a program/activity that directly or indirectly supports the district's mission/goals/objectives.
 - f. The completed application form was turned in at least 25 school days prior to the start of any proposed fundraising activities.
 - g. Appropriate licenses or approvals have been obtained and proof of such are included in the application. This relates to raffles, 50/50 drawings or any activity that requires state gaming approval.
9. The Director of Finance may forward the application to the Fundraising Committee if the fundraiser falls outside of the scope of these approved guidelines or other circumstances require further review.

The Fundraising Committee will be comprised of one representative from each elementary PTA/PTO/Parent organization; one representative from the sports boosters; one representative from the band/music boosters; one representative from the High School administration; and the Director of Finance

10. The Fundraising Committee will:
 - a. Review the application
 - b. Approve/deny fundraising request
 - c. Approve/deny appropriation of any remaining funds
 - d. Provide explanation for any/all denials
 - e. Notify Director of Finance of any approvals including amount of funds allocated

11. The Director of Finance will notify the Principal/Administrator of the final determination of the application. This process must be completed within 15 working days from the date the application was submitted for consideration.