

ALEXANDRIA SCHOOL DISTRICT
2023-2024 FUNDRAISING REQUESTS
July 1, 2023 – June 30, 2024

In accordance with School District Policy 707, the district supports fundraising activities that are designed to raise funds, provide services for students, or boost specific programs needing financial help.

DIRECTIONS: All staff, clubs or organizations are required to submit a Fundraising Purpose and Activity Proposal, and to:

- receive administrative review
- receive school board approval
- receive District Fundraiser Committee support for contribution requests

.....prior to conducting any fundraising events within the district

FUNDRAISING GUIDELINES:

- Complete Fundraising Proposal Request Proposal (see enclosed)
- Ensure fundraising will not negatively impact or jeopardize the school's ability to financially support the identified service or program in the future
- Identify a need for the event
- Limit events during the school day
- Meet necessary state and local food service and health regulations
- Limit community solicitation, door-to-door sales and students serving as work force
- Notify parents prior to conducting the activity
- Limit the number of elementary fundraising events
- Follow district accounting procedures for funds raised
- Receive necessary permits and other agency approval prior to funds being raised
- Consider private service versus private commercial gain in fundraising events
- Recognize the district retains the right to determine recognition given private company or business

2023-24
FUNDRAISING ACTIVITY GUIDELINES
July 1, 2023 – June 30, 2024

Each activity should meet the guidelines noted below before administrative support is given.

- Group/organization received District Fundraiser Committee support prior to soliciting contributions and/or donations of greater than \$1,000.
- Group/organization completing fundraising activity is sanctioned by School District.
- Parent/Guardian notification will be made when student solicitation is required, and elementary student fundraisers will be limited in scope and number.
- Appropriate city/county/state permits will be received prior to event.
- If required, an appropriate review and selection of the fundraiser vendor was completed.
- The purpose and need of the fundraising activity is appropriate to the District's total educational program.
 - Group/organization equity
 - Gender equity
 - Socio-economic equity (i.e. scholarships available)
 - Fundraising dollars/student involvement equity
 - Appropriateness of the type of fundraising
 - Avoids starter fund support of a future ongoing expense
 - Consideration given for private service vs. private commercial gain on events that involve businesses or companies (i.e. advertising)
 - Appropriate profit margin – will vary depending on event

2023-24 DISTRICT
FUNDRAISING PURPOSE AND ACTIVITY PROPOSAL

**SUBMIT TO MAGGIE TIMM BY THE 10TH OF THE MONTH PRIOR TO YOUR FUNDRAISING
ACTIVITY TO ENSURE IT IS ADDED TO THE BOARD AGENDA.**

DATE: _____

1. GROUP/ORGANIZATION'S NAME _____

2. DISTRICT ADVISOR/CONTACT PERSON: _____

3. PURPOSE AND NEED FOR FUNDRAISING ACTIVITY (Briefly Explain):

Extent of Need Explanation (Estimated Budget)

Due or Fee Expenses	\$ _____
Transportation Expenses	\$ _____
Meals and Lodging Expenses.	\$ _____
Uniform/Costume Expenses	\$ _____
Salary Expenses	\$ _____
Insurance Expenses	\$ _____
Materials & Misc Expenses	\$ _____
TOTAL . . . \$	_____

4. FUNDRAISING ACTIVITY'S IMPACT TO STUDENTS (Briefly Explain):

5. FINANCIAL STATUS OF GROUP/ORGANIZATION:
___ Fully subsidized by School
___ Partially subsidized by School District
 Total Budget \$ _____
 School District Subsidy \$ _____
___ Not subsidized by School District
 Total Budget \$ _____

6. FUNDRAISING ACTIVITY:

Proposed Date(s) and Time(s): _____

Briefly Explain Activity (Process, Fees, Location, Vendor, Solicitation, etc.)

Briefly explain how the vendor for fundraising activity was selected:

- If a District vendor was selected, is an explanation memo being sent to other District vendors? Not Appropriate Yes No
- Does activity involve community solicitation or door-to-door sales? Yes No
- Does activity involve student solicitation or sales (Parent notification required)? Yes No
- Does activity require special permits? Yes No
- Does activity require special food service monitoring? Yes No

Projected total group/organization profits from fund raising event: \$ _____

Estimated percent of profits to total sales: _____%

Briefly explain impact to group/organization if project fund raising profits not reached:

ADMINISTRATIVE REVIEW

1. Does activity involve student group/organization; or community group and is characterized by one of the following: takes place during school time, utilizes school facilities or equipment or involves school personnel? Yes No
2. Does the event require compulsory donations or participation by students? Yes No
3. Is the group/organization sanctioned by District? Yes No
4. Did the request meet the two-week notification limit? Yes No
5. Is the purpose and need of the fundraising activity appropriate and considerate of District's total education program? Yes No
 - Group/organization equity
 - Gender equity
 - Fund raising dollars/student involve equity
 - Number of fundraising events
 - Appropriateness of the type of fund raising
6. If required, did District complete the appropriate review and paperwork for the selection of a fundraiser vendor? Yes No
7. Does the request meet the organization/group's three-year plan: Yes No
8. Administrative Approval: Yes No By: _____
Approved Group/Organization's Profits from Event: \$ _____
Comment: _____
