

<b>MARION SCHOOL DISTRICT 60-3</b>	<b>NEPN Code: DDJJA</b>
<b>FISCAL MANAGEMENT</b>	

## **FUNDRAISING**

### **A. School District Sponsored / Student Organization**

1. All fundraising activities conducted by student organizations, clubs, etc., are to be approved in advance by the building principal. The building principal must inform the superintendent who will inform the school board once each semester of these activities.

### **B. Non-School District Sponsored Activities**

1. The administration and /or school board may accept donations from individuals, agencies, organizations, etc., on behalf of the school district, when the purpose of the use of the donation correlates to the mission of the school district.
2. Communications relative to these fundraisers are not to be distributed to the students during the time dedicated for student instruction.
3. The use of school facilities, equipment, materials, etc., for these fundraising activities must be approved in advance by the building principal. Once again, the mission of the school district needs to be the main criteria when the building principal responds to requests relative to these issues.

### **C. Concession Stand**

1. All school sponsored organizations are entitled to take part in operating the concession stands as a fundraiser.
2. The building level principal will meet with all organizations, clubs, etc., to set a year-long concession stand schedule.
3. The building level principal will meet with all organizations, clubs, etc., prior to the start of each school year. The meeting will take place no later than August 15.

4. Ordering of supplies for the concession stand will be shared among all the organizational leaders. Each month the groups in charge will meet and determine the supplies that will be needed.
5. Each night at the conclusion of sales, the advisor must fill out the fundraising record form. This form must be turned into the business manager the following day of sales.

**1st Read: December 13, 2010**  
**2<sup>nd</sup> Read: January 12, 2011**  
**Approved: January 12, 2011**