

Wabasha-Kellogg Public Schools Policy

511-1 FRM WABASHA-KELLOGG SCHOOL DISTRICT APPROVED ORGANIZATIONS

APPROVAL PROCESS – WABASHA-KELLOGG SCHOOL DISTRICT APPROVED ORGANIZATION
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Complete the following checklist: Initial when completed.

_____ The organization is governed by an elected or appointed executive committee of not less than three adults.

Provide a roster of the elected or appointed committee members

_____ The organization has by-laws that describe internal financial controls and a procedure for dispersal and accounting of funds.

Provide a copy of the by-laws that govern internal financial controls and the procedure for dispersal and accounting of funds

_____ The organization has a clearly defined mission statement that outlines the intent of the fundraising activities.

Provide a copy of mission statement

_____ The organization agrees to participate in the development of a fundraising calendar prior to the beginning of a new school year.

_____ The organization will complete a Fundraising Request Form Policy FRM 511 for each fundraising activity prior to implementation.

_____ Acknowledgement from organization that it may not establish educational policy, participate in the administration of school(s), or authorize management and direction of school affairs.

_____ Records maintained by the organization are freely available for inspection upon request.

_____ When this form is completed, set up a meeting with the superintendent of schools. Bring this entire form and the required documentation to the meeting.

Turn Over

Organization Name

Signature of Person Representing Organization

Date

DO NOT FILL OUT BELOW THIS LINE

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Organization Name

_____ Approved

_____ Not Approved

Explanation for Non-Approval: _____

Signature of Superintendent

Date

- District employees shall be encouraged to participate in such organizations but should be discouraged from holding positions (elected/appointed office or check-writing responsibility) that may give an impression of conflict of interest.
- Fundraising is a private activity. The sole responsibility for collection, deposit, disbursement and/or loss of funds lies with that organization. Private funds may not be held in any district facility or district bank account.
- Fundraising activity will be primarily service-based. Direct solicitation of community members as is typical of door-to-door sales will be limited.
- The Board may withdraw approval at any time.
- Upon approval, an organization may use the phrase Wabasha-Kellogg Schools District Approved organizations in promotional literature.