

## Red Wing Public Schools Fundraiser Application

Before beginning a fundraising activity, employees/students must obtain approval if a school organization (including Community Education and Recreation) or student club is sponsoring the fundraiser or if a person is acting on behalf of the school district. For example, a teacher who uses a GoFundMe website to raise revenue to buy chairs in his or her classroom would obtain approval whereas a booster club or parent advisory committee not sponsored by the school district would not need to obtain approval.

Relevant contracts must be signed by the Business Manager, revenues and expenditures must be accounted for using acceptable accounting procedures, and the school district will own and manage any items purchased using proceeds. If student clubs participate in the fundraising, refer to Policy 511 for additional information.

Individual, School Organization or Student Club: \_\_\_\_\_

Responsible Faculty Advisor: \_\_\_\_\_

Describe the Fundraiser:

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Describe the financial accountability system for the fundraiser:

*(Examples: 1. The faculty advisor will issue sequential receipts and drop off receipts and revenue to the high school office on a weekly basis. 2. A summary of funds received through the GoFundMe website will be provided when revenue is submitted to the office.)*

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Describe how the money raised will be used:

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Approval / Workflow:

Position	Signature	Approved?	Denied?	Date
Activities Director (if related to a sport or activity)				
Supervising Administrator				
Director of Buildings, Grounds, and Technology (if related to equipment, facilities, or technology)				
Director of Teaching and Learning (if related to curriculum)				
Business Manager				
Superintendent				
School Board Clerk (if required)				
District Office Secretary will enter information on fundraiser application list, file copy of completed form, and forward copy of completed form to responsible faculty advisor				