

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 wishes to use DonorsChoose.com to acquire items for a classroom must obtain approval, whereas a booster club or parent advisory committee not sponsored by the district would not need to obtain district approval.

Relevant contracts must be signed by the Director of Finance & Operations, 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 _____

Date _____

Describe the fundraiser and include dates:

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 Go/Fund/Me website will be provided when revenue is submitted to the office)

Describe how the money raised will be used:

Approval: Office USE ONLY

Position	Signature	Approved	Denied	Date
Activities Director (if related to a sport or activity)				
Supervising Administrator				
Director of Buildings & Grounds (if related to equipment or facilities)				
Director of Teaching & Learning (if related to curriculum)				
Director of Business & Finance				
Superintendent				

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