

Fundraising Procedures / Process*

1. Run your club / team / booster fundraising idea past the appropriate person (Principal, Athletic Director, Booster President) to determine whether the concept is appropriate for the organization
2. Forms
 - a. Obtain a fundraising form from either the web site or the main office of any building
 - b. Obtain a building use form from the web site or the main office of any building
 - c. Fill out all forms to route for all required approvals (this includes a building use form for all fundraisers that take place on school grounds including fields, other buildings etc.)
 - d. Note that the sections need to be completed on the forms or they will return to the organization which will delay processing (this includes the section that asks what \$ is being raised for)
 - e. When filling out forms check the district activity calendar and the district fundraising calendar (both online) to ensure that there is no overlapping of events or double-requests for space – requests are approved on a first come, first served / approved basis.
3. Initial approvals
 - a. If you are an athletic coach or advisor or an associated sports organization or support organization, get initial approval and review of forms completed by the Athletic Director. The Athletic Director will review for completeness and meet with the high school principal to obtain approval.
 - b. For all other clubs and organizations, submit forms for initial approval directly to the appropriate building principal.
4. Approvals
 - a. The Athletic Director will meet with the appropriate building principal to review athletic fundraising requests and get administrative approval for the request.
 - b. The appropriate building principal will review and either approve or deny all other club / activity requests.
5. All requests preliminarily approved by building administrators will be routed to appropriate office(s) to ensure that the event / activity is on all district calendars and that all pertinent personnel are notified
6. The request will return to the building principal for final approval. All approved fundraisers shall appear on the district fundraising calendar so that the community at large is aware that the fundraiser is for the benefit of the school district, its students or an associated booster group.
7. Copies of all approved fundraisers will go to the building principal, superintendent, the sponsoring club / organization and, if an athletic event, to the Athletic Director and the President of Sports Boosters.
8. Athletic fundraisers are run through Sports Boosters. Sports Boosters may require a percentage payback on all approved fundraisers that go to augment existing athletic programs.

Procedures to Handle Funds During a Fundraiser

1. All money collected should be monitored by both adult and student participants
 - a. If there are no student participants to a fundraiser (i.e. it is an adult-sponsored or a booster group fundraiser) student counting is not necessary and proceeds should be counted by two adults, preferably the faculty advisor and another faculty member.
 - b. There should be no fundraisers scheduled that do not have an approved adult sponsor or faculty advisor
2. At the end of the fundraiser, all money should be counted by an adult club advisor/activity advisor/athletic advisor AND a participating student. A total should be agreed to and written on the envelope and the money placed in the envelope, sealed and the advisor & student sign over the seal.
3. Money is turned in to the appropriate person
 - a. Athletic Director / Sports Booster Member (whichever present for athletic events) – both go to Sports Boosters for deposit by the next a.m.
 - b. Building Principal / Central Treasurer (to be placed in safe until a deposit can be made) – both go to Central Treasurer by next a.m.
 - c. Money is readied for deposit by a faculty advisor and a student activity treasurer

Notification of Process for Coaches / Advisors / Associated Groups

1. It is the responsibility of the associated building administrator to distribute this process, provide guidance and answer any related questions to all groups / activity advisors annually
2. It is the responsibility of the Athletic Director to distribute, review and answer any questions on this process to athletic coaches, advisors and representatives of Sports Boosters or related athletic groups / activities annually

*Procedures are for all associated groups including Booster organizations, all clubs and activities associated with the Trumansburg School District