Fund-raising in the Chandler Unified School District (CUSD)

**Guidelines:**

Activities that are done for the purpose of fund-raising must be initiated, sponsored, and recorded by one of the following:

1. A Chandler Unified School District (CUSD) **authorized student activity club**. Receipts and expenditures must be recorded in a CUSD Student Activity Club account. Refer to the CUSD Student Activity Manual.
2. A CUSD **recognized parent support organization**. Receipts and expenditures must be recorded in a parent organization checking account.

Student activity club Fund-raisers

1. Fund-raisers that are sponsored by a CUSD Student Activity Club must follow CUSD policy JJE (see Appendix) as well as accounting procedures outlines in the CUSD Student Activity Manual.

2. The Fund-raising Authorization and Approval Form must be completed, signed by the club sponsor and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.

3. Fund-raising efforts should not begin until the fund-raiser has been officially approved by the Assistant Superintendent for Elementary or Secondary Education.

Note: Fund-raising activities by Student Activity clubs that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited. Students are not allowed to participate in any raffle or gambling-type fund-raiser. (See Raffle and Bingo Policy and Legal Opinion of Bill Sims in the Appendix.)

Parent support organization fund-raisers

1. Fund-raisers coordinated by a parent support organization may involve:

Parents/boosters only—requires Fund-raising Authorization and Approval Form signed by organization President and site Principal

Parents/boosters and student body (but not a specific Student Activity club)— requires Fund-raising Authorization and Approval Form signed by organization President and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.

Parents/boosters and specific Student Activity club—requires Fund-raising Authorization and Approval Form signed by the club sponsor and organization President and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.

Note: When parent support organizations and Student Activity clubs are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The principal or designee is responsible for determining that effort and related allocation. (This allocation is not required when a fund-raiser involves parent support organizations and the student body, but not a specific club.)

If a Student Activity club has not already been established for a particular extracurricular activity/sport, then one must be established according to guidelines provided in the Student Activity Manual. Please contact site administration or the high school bookstore manager for a copy of the Student Activity Manual.

1. Fund-raising efforts involving students should not begin until the fund-raiser has been officially approved by the Principal and Assistant Superintendent for Elementary or Secondary Education.

**Chandler Unified School District**

**Fund-Raising Authorization and Approval Form**

(Copies of this form, with any contracts, written agreements and club meeting minutes attached, should be filed with the Principal or designee and the Organization.

**All information must be submitted to Site Administration and/or Office of Elementary Ed or Secondary Ed 14 days prior to fund-raiser.**)

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| **Name of Club/Organization:** | | | |  | | | | | | |  | **School:** | |  | | | |
|  | | | | |  | |  | |  | | | | | |  | | |
| **Contact Person:** | |  | | | | |  | | **Phone #:** | | | |  | | | | | |
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| **Position in Organization:** | | |  | | | | |  | |  | | | | | |  | | |
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| **Date of Request:** |  | | | | | **Organization’s Meeting Date (of approval):** | | | | | | | | | | |  | |

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| --- | --- |
| PURPOSE OF FUND-RAISER: | |
| FUND-RAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, to whom will solicitations be made, etc.): | |
| LOCATION OF FUND-RAISER (specific room, address, event or function, etc.): | |
| HOW MANY STUDENTS WILL BE INVOLVED IN THE FUND-RAISER? | |
| IF FUND-RAISER IS JOINTLY SPONSORED between parent organization and student club, describe who will perform various fund-raising responsibilities and how will monies be allocated between the parent organization and student club): | |
| VENDOR NAME: | |
| START DATE OF FUND-RAISER: | END DATE OF FUND-RAISER: |
| ESTIMATED FUND-RAISER GOAL: | |

**DOOR TO DOOR SOLICITATIONS ARE NOT PERMITTED**

All fund-raisers must have the approval of the Principal or designee. Chandler Unified School District activities that are done for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following groups. Fund-raisers that are jointly sponsored must be initialed by both groups. Initial all appropriate:

\_\_\_\_\_ **A. CUSD Authorized Student Club** *(Sponsor’s & Club Officer’s initials required)***.**

\_\_\_\_\_ We acknowledge that student clubs which sponsor a fund-raiser shall deposit funds and record expenditures in the CUSD student activity account and follow the CUSD Student Activities Manual guidelines.

\_\_\_\_\_ **B. CUSD Recognized Parent Organization** (*Officer’s initials required)***.**

We acknowledge that parent organizations which sponsor a fund-raiser shall record receipts and expenditures in the parent organization’s checking account*. (Joint fund-raisers must have the appropriate initials in A and B. Funds should be deposited into the parent organization’s checking account and the student activity account per the allocation described above. See Fund-raiser Guidelines for further guidance.)*

All contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fund-raiser, and have been reviewed with the school Principal.

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| --- | --- | --- | --- | --- | --- | --- |
| Club Sponsor/Parent Org. Officer Signature |  | Date |  | Principal’s or Designee’s Approval |  | Date |

***Contracts for Student Club fund-raisers or joint fund-raisers must be attached and approved by Superintendency***

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| --- | --- | --- | --- | --- |
| **Approved** | **NOT Approved** |  |  |  |
| Assistant Superintendent Signature or Designee |  | Date |