

Fund Raising/ Grant Procedures

- 1) Print a copy of school board policy: [IGDF-AR\(2\)](#) (*ctrl-click to open link in a web browser*)
- 2) Fill out and have your supervisor/ advisor sign...***You must be approved before beginning the fund raiser***
- 3) Send signed form to Linda at the DO, she will have the Superintendent sign, enter the information and return form to originator.
- 4) When items are received or fund raiser is finished, communicate with Linda to finish off form.
- 5) If a new account was created for the funds, the PO will have to be written with that account information.
- 6) Linda will place fund raiser on the web site so the community will know it is valid and approved

There are several policies related to fundraisers and their procedures. It is vital that every employee is aware of these so that we all understand there is a need for approval and accountability. All fundraisers whether they are for a classroom, athletics, or a club need to have prior approval. That approval begins with an Advisor (if there is one) then Principal, Superintendent and occasionally it needs to be school board approved. The goal is awareness of approved fundraisers and to list them online so that the community will know which fundraisers are authorized.

The following are some of the reasons we need to have the approval and accountability:

- To ensure authentication of the fund raiser and that it is aligned to district priorities and goals in accordance with Board Policy IGDF.
- To ensure accountability of the funds raised which helps to protect staff and students from false accusations. Board Policy IGDG
- To ensure raised dollars are deposited into the correct accounts with proper oversight in regards to state and federal law.

- To avoid oversaturation of the donating community.
- To balance district needs, priorities and willingness of the donating community to contribute.

The district appreciates the communities' support. Fund raising projects increase the quality of the student experience. Thank you to all that donate on behalf of our students.