Richmond School District Policy Statement **Policy #374**
Student Fundraising Activities

The collection or raising of any funds by any class or organization making use of the school's name, organization, equipment, or personnel must have prior written approval of the District Administrator.

Each class or organization wishing to conduct such fund raising activities shall submit a form for each activity to the District Administrator, which shall include the following:

1. Designate the adult in charge.
2. Identify the purpose and/or the need for the fundraiser.
3. Designate the date, time and place of the fundraiser.
4. Description of the fundraiser.

Handling of Monies:

1. Adults must be in charge of collecting money.
2. The District Office shall maintain a separate account for each class or organization engaged in fundraising. All receipts and disbursements shall be processed through the District Office. All monies shall be deposited in the designated District depository.
3. Monies collected after school hours or on weekends shall be entrusted to the adult in charge of collecting the money, who shall be responsible for those funds until the first school day following the activity.
4. Disbursements of fund shall be made only with the approval of the adult in charge.

Legal References:	WI Statute	103.23
		103.64
		118.12

Approved: 3/11/02

Revised: 4/23/07