

Procedures for Fundraising Approval

1. Complete the attached form.
2. Return completed form as follows:
 - All school organizations will return forms to the campus principal.
 - Angleton High School athletic organizations will return the forms to the athletic director.
3. The principal/athletic director will forward the approved or denied form to the assistant superintendent according to the general guidelines stated in Board Policy FJ(LOCAL) (*see attached*).

Please Note: Angleton ISD Board Policies may be viewed at the district's web site: www.angletonisd.net under AISD Policy.

4. The fundraising chairman will be notified when the requested fundraiser has been approved or denied.
5. Proceed with fundraising plans once approval has been granted.
6. A report will be compiled and shared with the Angleton Independent School District Board of Trustees about all fundraising activities in the district. To ensure that similar activities are not conducted concurrently, this information can be viewed on the district website www.angletonisd.net under AISD Information and Fund Raisers.
7. When a fundraiser has ended, a follow-up letter will be sent to the chairman of that project requesting information regarding earned profit. The district's auditors will annually review all revenue/expenses of all clubs and organizations each fiscal year. The fiscal year begins September 1 of a school year and ends August 31 of that school year.
8. Fundraising activities cannot be held before noon on Sunday and there are to be **NO** door-to-door sales.

GIFTS AND SOLICITATIONS

FJ
(LOCAL)

GENERAL
GUIDELINES

All school sponsors, directors and parent organizations associated with activities for students shall submit all fund-raising plans to the assistant superintendent for approval for the school year. [See GE(LOCAL)]

Plans shall be subject to the following criteria:

1. An organization may conduct fund-raising activities that provide a service to the community, such as a workday, car wash, program sales at football games, bake sales, tickets to on-campus activities, meals and similar activities.
2. School sponsors and directors shall submit plans to the assistant superintendent no later than the end of the first six weeks.
3. Parent support groups shall submit plans to the assistant superintendent no later than the end of the first six weeks.
4. New organizations must submit a plan to the assistant superintendent for instruction within 30 days of the formation of the organization.

ADDITIONAL
ACTIVITIES

If an unforeseen need for additional funds for an organization or group arises after approval of the original fund-raising plan, a request for consideration of additional service projects may be made to the assistant superintendent through the principal.

SECONDARY
SCHOOLS

ALL
ACTIVITIES

On each campus, the principal shall screen all activities prior to submission to the assistant superintendent. Factors to be considered shall include the date and duration of the project, the anticipated profits and how the money is to be spent.

The principal must be satisfied that the funds being raised are for a worthwhile cause. Fund-raising shall not be an end in itself.

Projects shall be staggered to ensure that similar activities are not conducted concurrently. No direct or indirect pressure shall be placed on students to meet individual quotas.

ELEMENTARY

Schools and school-related organizations, such as the PTO, may conduct fund-

SCHOOLS	raising activities if elementary students are not involved in door-to-door direct sales or solicitation.
SCHOOL-SPONSORED	<p>Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.</p> <p>All fund-raising projects shall be subject to the approval of the assistant superintendent.</p> <p>Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited and disbursed in accordance with CFD(LOCAL).</p>
BY OUTSIDE ORGANIZATIONS	No outside organizations, commercial enterprises or individuals may solicit contributions from students within the schools. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on students at any time.
LOSS-OF-CLASS TIME	<p>The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]</p> <p>The superintendent shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.</p>

DATE	ISSUED:	05/12/2003
LDU-19-03		
FJ(L)-X		

This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the superintendent. [See BF (LOCAL) for further information.]

Angleton Independent School District Fundraising Request Form

All fundraising plans and projects shall be submitted by all school sponsors, directors, and parent organizations associated with activities for students to the assistant superintendent and are subject for approval as mandated by Angleton ISD Board Policy FJ (LOCAL).

Please complete this form and return to the assistant superintendent according to the general guidelines stated in Board Policy FJ (LOCAL).

NO door-to-door sales

Please check one:

- School sponsored group (athletic group, any student organization or club)
- Parent sponsored group (PTO, booster club or Project Graduation)

Organization holding fundraiser: _____

Event chairman: _____ Print Name Campus: _____

Chairman's address: _____
Street City State Zip Code

Telephone: () _____ E-mail address: _____

Signature of event chairman Date

Name of company supplying merchandise or services: _____

Company address: _____
Street City State Zip Code

Company phone number: () _____ Ext: _____

Fundraising project: _____

Profit will be used to purchase: _____

Projected profit: _____ (Revenue after expenses): _____

Beginning date of project: _____ Ending date of project: _____

CAMPUS LEVEL: Approved Denied

Signature of Campus Principal/Athletic Director Date

DISTRICT LEVEL: Approved Denied

Signature of District Administrator Date

OFFICE USE ONLY:	ID# _____	Recorded <input type="checkbox"/>	Date mailed: _____
		Profit report due: _____	