

**Olathe Public Schools  
FUNDRAISING APPLICATION**



*This application form shall be completed by all individuals or groups using facilities, name, logos, trademarks, students, or staff of USD #233 in the fundraising process.*

**Philosophy:** The Board of Education recognizes that certain types of fundraising activities may enhance educational programs and contribute to the improvement of the school program. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and families by developing fundraising guidelines. In an attempt to provide opportunities for enhancement in an appropriate manner, all school district fundraising activities shall be conducted according to the following guidelines and procedures.

**Guidelines:**

- Student safety is the priority in all fundraising activities. Elementary students will not participate in door-to-door sales or canvassing.
- Participation in fundraising activities may not influence a student's grade nor be considered a mandatory requirement for participation in a district-approved program.
- There shall be a sufficient educational benefit to the school and/or students to justify the fundraising activity and funds raised from the activity must be used for the stated purposes.
- Fundraising activities must be conducted in a way as to cause minimal disruption of instructional time and regular school activities.
- In regard to raffles, fundraising must comply with Kansas regulations. <http://www.ksrevenue.org/bingoraffle.html>
- All fundraising involving the selling of food must meet "Food Sold In Schools" Guidelines which are available in the SOURCE in Dropbox or from your building administrator.
- All fundraising activities must be approved by application.
- Upon completion of a fundraiser, complete the profit/loss box, copy the form and send it to the Assistant Superintendent's office.

School \_\_\_\_\_ Date submitted \_\_\_\_\_ Organization \_\_\_\_\_

Name of sponsor of the organization submitting application \_\_\_\_\_

Person(s) responsible for the organization of the fundraiser \_\_\_\_\_

Description of the fundraiser \_\_\_\_\_

This is:  a new fundraiser     a repeat fundraiser     If applicable, this fundraiser meets Food Sold In Schools Guidelines.

Purpose for the funds raised \_\_\_\_\_

Persons involved in the activity (students, parents, community) \_\_\_\_\_

Amount of money projected to be raised through event/activity \_\_\_\_\_

Method of advertising/publicity \_\_\_\_\_

Date(s) of fundraising activity – Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Time when event/activity will take place \_\_\_\_\_

Location event/activity will take place \_\_\_\_\_

District facility requested \_\_\_\_\_

<b><u>PROFIT/LOSS BOX</u></b>	
Net Profit \$	_____
Net Loss \$	_____
Comments:	_____
_____	_____
_____	_____
Date: _____	Initials: _____

\_\_\_\_\_ (please initial) If this fundraiser involves food, food items are in compliance with Smart Snacks Standards and/or **frequency** is in compliance with Food Sold In Schools practices.

\_\_\_\_\_ (please initial) The Cash Management Procedures (see page 2) have been reviewed.

Approved \_\_\_ Denied \_\_\_ Building Administrator: \_\_\_\_\_ Date \_\_\_\_\_

**Are the Target Participants (sales and/or purchase) limited to students/staff at your building?**

- Yes** This form may be kept at the building, with a copy sent to the Education Center.
- No** This form needs to be sent to the Education Center for District approval.

Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Signature of District Administrator (required if Target Participant answer is "No")

<p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1) Organization completes the Application Form.</li> <li>2) Building Administration reviews Application for Approval or Denial.</li> <li>3) If Target Participants question is <b>No</b>, send to the <b>Assistant Superintendent</b> for Approval. If <b>Yes</b>, send copy only.</li> <li>4) Upon completion of a fundraiser, the Profit/Loss Box is completed and a copy is sent to the Assistant Superintendent.</li> </ol>
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## USD #233 Student Fundraiser Cash Management Procedures – page 2

### General Statement of Cash Management Duties

The student fundraiser sponsor/group will organize, coordinate, and promote a program that meets the guidelines of the student activities and other agreed upon duties. Along with meeting the needs of the students, the fundraiser sponsor/group will demonstrate a high degree of competency, ethics, and professionalism when it comes to the handling of fundraiser monies. It becomes the responsibility of the adult sponsor to insure cash management procedures are implemented and carried through in a responsible manner.

Fundraising activities are conducted for the District by groups that are operating as the USD #233 and by outside organizations that benefit the USD #233. We offer guidelines and procedures for cash management for groups operating as the USD #233 and encourage outside organizations to maintain similar guidelines and procedures for cash management to safeguard both organizations.

### Cash Management Guidelines:

- When your group is operating as the USD #233, ALL checks for student fundraising events or donations will be made payable to the USD #233, not the individual school name or group. When your group is operating outside the USD #233, ALL checks need to be made payable to your organization.
- When you are selling a product or providing a service as the USD #233 to raise funds for student activities, make sure to collect enough money to cover the sales tax that will be remitted to Kansas for the sale of the product or cost of the service. When you are selling a product or providing a service as a parent group or a booster club, please follow the state of Kansas rules for your group in remitting sales tax.
- When your group is operating as the USD #233, store the cash/checks received from fundraising in the school's safe. You can coordinate the safe usage with your secretary/bookkeeper until you are ready to deposit funds at the bank.
- When your group is operating as the USD #233, ALL cash/checks need to be deposited in the District's bank account. Your group's funds will be maintained in your corresponding student activity accounts. **No cash is to be maintained by the Fundraiser Sponsor. Cash collected for a student fundraiser activity may not be expended for fundraising needs prior to being deposited in the District bank account.**

### Cash Management Procedures:

- Communicate to the students/group the importance of collecting the correct amount of cash/check for the product/service sold.
- Based on the type of fundraising activity, devise a method to estimate the receipts you should receive for the activity.
- During the fundraiser, appoint two adults, or an adult and student or group of students (if students are involved) to count the cash/checks. Both counts should come up with the same amount of cash/checks. Under the Kansas statutes for the USD #233 you must deposit your cash/checks in the same denominations that you collected. That means you may not make change for any purpose or spend any funds prior to being deposited.
- Compare the estimated dollars for the period you are reviewing to your actual, earnings count. If similar, no review is required; if variance, determine if you have cash/checks that were not included in the count or if your estimate was incorrect.
- Break down your cash/checks into various money types. The District provides a form for your group's use and it may be found on the virtual file cabinet on district's web site. ([www.olatheschools.com/District/Departments/Business & Finance/Internal Docs/Accounting/Fundraiser Sponsor Activity Deposit Form](http://www.olatheschools.com/District/Departments/Business & Finance/Internal Docs/Accounting/Fundraiser Sponsor Activity Deposit Form)). If your group is not the USD #233 and you would like to use this form, please contact personnel within the District that assist with your fundraising events.
- If you are the USD #233, take your group's cash/checks, total amount of deposit by money type, and account code to your bookkeeper so your money can be forwarded to the bank. This needs to be done as soon as possible after your fundraiser is completed if the fundraiser lasts two weeks or less. If the fundraising period is more than two weeks, weekly deposits are required. Weekly deposits will safeguard your collections as well as insure patron's checks have been handled promptly.
- Maintain detail records for your student activity/group fundraiser in case the District needs to review that information to support the deposit into your activity account.
- If you are also the student activity group sponsor for the USD #233 that a fundraiser is associated with, you will need to prepare annual, detailed information about the ending cash balance in the student activity fund at the end of the school year. If the student activity fund has more than \$4,000, you need to fill out the Explanation of Year End Balance form to identify the intended projects(s) of the funds collected. The form is available at <http://departments.olatheschools.com/business-financedocs/files/2012/10/ACCT-Explanation-of-Year-End-Balance-10-12.pdf>