

**OLMSTED FALLS SCHOOLS
FUND RAISING ACTIVITY PROPOSAL**

In an effort to coordinate the fund raising activities of all groups associated with the schools, we ask each group planning a fund raising activity to:

1. **Contact the Board Office at 440-427-6000 to inquire whether the activity is an appropriate fundraiser or if it conflicts with an activity already in place.**
2. Read the information on the back of this form.
3. Complete **ONE** form for each fund raising activity well in advance of the activity.
4. Obtain preliminary approval of the appropriate building principal.
5. Final approval will be the signed return of this sheet.

Group: _____

Describe the fund raising activity (include, if it is a sale, what will be sold):

Are the students involved in this fund raising activity? Yes or No, if Yes who?

In your knowledge, is another grade level, community organization, or private school in the community currently involved with this fund raising event? If yes, who?

Date activity will begin: _____

Date activity will end: _____

Submitted by: _____

Adult Responsible for this event

Date

Address / Phone Number: _____

Preliminary Approval by: _____

Principal of School Building affected by this effort.

Date

Final Approval by: _____

Chief Operating Officer

Date

**Original to: Adult Responsible
Pc: Principal
Treasurer
Board Office**

*Reminder to Building Principal: If this is a student activities fund account, complete the **SALES PROJECT POTENTIAL FORM** and return to the Treasurer's Office **ASAP** after the fund raising activity.*

The Board of Education acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services.

The Board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Student fund-raising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fund-raising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent.

Fund raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines.

These administrative guidelines should:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each student organization granted permission to solicit funds.

R.C.1716.02,1716.03, 3313.811

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Revised 3/29/01