



**Walled Lake Consolidated School District**      DK-R-2  
**Fund Raising Application**

Date: \_\_\_\_\_

Name of club/organization: \_\_\_\_\_

Name of Sponsor/Athletic Booster/Coach: \_\_\_\_\_

Address/Telephone (If not employed by WLC): \_\_\_\_\_

(        ) \_\_\_\_\_ Email: \_\_\_\_\_

If this is a sale:

Items to be sold: \_\_\_\_\_ Selling price: \_\_\_\_\_

Where will sale be held: \_\_\_\_\_

Beginning date of sale/fund raiser: \_\_\_\_\_ Ending date: \_\_\_\_\_

Expected use of profits: \_\_\_\_\_

General Comments: \_\_\_\_\_

**\*\*\*No sale agreement or publicity about the activity is to occur until facility use and approval by building administration has been obtained.\*\*\***

GUIDELINES:

- All student activity funds shall be audited annually at the same time as the general fund budget.
- All fund raising projects carried on by a school organization shall require the approval of the building principal. School-wide projects shall require the approval of the Deputy Superintendent of Schools. Approval must be obtained before the project is started.
- In approving fund raising activities, the district should avoid or keep to a minimum competition with local merchants. When feasible, efforts should be made to patronize local merchants and manufacturers when obtaining merchandise for sale.
- Emphasis, wherever possible, should be placed on service-type projects where talents of students are used in positive, developmental ways.
- Commercial products or services may be advanced for the purposes of raising funds or of accepting gifts in support of district programs and interests, subject to the following guidelines:
  1. The activity must be approved by the building administrator, subject to review by the Deputy Superintendent of Schools. If a request is denied, the decision may be appealed to the Superintendent.
  2. Promotion of the activity may not involve direct contact between the commercial representative and the students at any time during the instructional day.
  3. Employee involvement with any aspect of the activity will not be required at any time.
  4. Door-to-door solicitation by students will be discouraged.
  5. Space for concessions or storage of commercial products will not be provided for a period of time exceeding two weeks (a rental fee may be negotiated for longer periods of time).
- All information, advertising, tickets and other promotional materials must carry the name of the sponsor. The use of the title "Board of Education" and/or "Walled Lake Schools," shall not be used on any materials, notices, or advertising.
- Revenues and expenditures of fund raising projects shall be properly processed through the internal accounting system of the district.
- Fund raising projects carried on for special trips or special projects should not be started until approval of the trip or project is granted. Trips covered by this policy shall include out-of-state and overnight trips, as well as trips to foreign countries. Projects covered include those in which anticipated expenditures would be \$1,000 or more.
- All participation shall be voluntary.
- Fund raising projects should take very little, if any, class time and should not make an excessive burden on classroom teachers. Class or organization sponsors must assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.
- Every attempt shall be made to coordinate fund raising activities among buildings and various organizations in the district in order that excessive demands are not made upon members of the community.

\_\_\_\_\_  
 Building Principal

\_\_\_\_\_  
 Fundraising Coordinator

**I HAVE READ AND RECEIVED A COPY OF THE FUNDRAISING PROCEDURES AND AGREE TO ABIDE BY ITS TERMS:**

\_\_\_\_\_  
 Club Sponsor/Coach

<b>For Office Use Only</b>			
Available and booked	<input type="checkbox"/>	Unavailable and denied	<input type="checkbox"/>
Fundraiser approved	<input type="checkbox"/>	Fundraiser denied	<input type="checkbox"/>