

**MIAMI TRACE LOCAL SCHOOL DISTRICT
FUNDRAISING PROCEDURES
DISTRICT AFFILIATED OR OTHER APPROVED GROUPS**

Fundraisers by district affiliated or other approved groups wishing to facilitate a fundraiser on Miami Trace property or utilizing the district email, must read and sign this document PRIOR to the start of any fundraising activity and submit it to the treasurer's department.

By signing this document, groups and their members are acknowledging their understanding and agreement to follow the board policies and procedures. Failure to follow the policies and procedures may result in suspension or loss of ability to conduct fundraisers using district emails or on district property. A new form must be signed each school year.

Policies:

9210	Parent Organizations
9211	District Support Organizations

Procedures:

1. All types of fundraising and sales on district property and/or using district email require prior approval and form completion. Please contact the building secretary for the proper form.
2. Fundraisers are not approved or cannot begin until all individuals have approved the sale. These individuals are the activity sponsor, building principal, superintendent and treasurer. After all signatures have been obtained, the original form will be returned to the building secretary, and the building secretary will notify the activity sponsor when the fundraiser may begin.
3. Groups must complete the following items on the form:
 - Type of Fundraiser (check Charitable & School Affiliated Organizations)
 - Date(s) of Activity
 - Purpose of Fundraiser
 - Description of Fundraiser/Event
 - Organization Name and Address
 - Contact Name & Phone
 - How monies will be collected
 - Activity Sponsor Signature & Date
4. If the any of the details listed in #3 above change, the activity sponsor must contact the building secretary and the treasurer's department.

My signature below acknowledges that I have read the above-referenced policies and the procedures regarding fundraising and have communicated such procedures to the group. In addition, I understand that the group and its representatives are responsible for following all board policies and procedures and non-compliance may result in suspension or loss of ability to conduct fundraisers.

Signature

Name (printed)

Group Name

Date