FUNDRAISER INFORMATION

Generally speaking, a fundraiser is defined as any solicitation and collection of money by students, teachers, school clubs and groups to be used for school-related events and activities. Collection of money for donation to a worthy cause would be considered a fundraiser activity. Any activity considered to be a fundraiser will require a fundraiser request to be completed and turned into the school district’s Business Office prior to the beginning of the fundraiser. Here are some examples of what are and aren’t considered fundraisers:

Fundraisers (Requires a Fundraiser Request Form*):

- Selling World’s Finest Chocolate, frozen pizza, cookie dough, etc.
- Soliciting funds for any type of donation
- Putting on a play/concert/event in which excess proceeds over costs would be used to pay for other program-related or non-program-related things
- Selling goods or services to support a trip or event
- Any activity or purpose which falls under the purview of the Smart Snacks in School laws, as we have to track all of these type activities

Non-Fundraisers (Does not Require a Fundraiser Request Form):

- Athletic gate receipts
- Concession stand sales
- Money raised for a specific purpose which will not generate additional funds to use for another purpose
- Non-profit sales of items such as school t-shirts, memorabilia, etc. (some exceptions may apply)
- Directly collecting money from students and/or parents to help offset the actual cost of a field trip, event or activity
- Revenue-raising activities of Booster Clubs and PTO’s who have been sanctioned by the C-NP School Board

* A fundraiser request form and additional fundraising information may be found on the Business and Finance page of the district’s website.

School district Activity Fund procedures must be followed, regardless if the event or activity is considered a fundraiser or not, which includes obtaining a purchase order for the goods or services desired and making timely deposits of money collected according to Board Policy and State Statutes.

Below is the state school law on Activity Fund deposits. It must be followed.

Section 161. School Activity Fund.

A. The board of education of each school district shall exercise control over all funds and revenues on hand or hereafter received or collected, as herein provided, from student or other extracurricular activities or other revenue-generating sources listed in subsection B of this section that are conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds subject to the requirements of this section shall be made by the end of the next business day; however, if the deposit for a day totals less than One Hundred Dollars ($100.00), a school district may accumulate monies required to be deposited into the fund on a daily basis until the total accumulated balance of deposits equals or exceeds One Hundred Dollars ($100.00). Provided, a school district shall deposit accumulated monies into the fund not less than one (1) time per week, regardless of whether the monies total One Hundred Dollars ($100.00).