

KEARNS HIGH SCHOOL

Memo No. 31

August, 2010

SUBJECT; FUND RAISING PROCEDURES & POLICIES

1. Scholastic grades or citizenship cannot be affected by a students' level of participation or non-participation in fund raising activities.
2. All fund raising must be done on a volunteer basis. Fund raising cannot be a requirement for participation in a program or activity or for credit in any class.
3. Students may elect to pay cost out of pocket in lieu of participating in fund raising.
4. All fund raising activities need to be done in good taste, present Kearns High School in a positive way, be done with a specific purpose in mind, and correlate with the course or school curriculum and philosophy.
5. All fund raisers must have prior approval from the administration. (See administrator assigned)
6. Student cannot be required to pay for any unsold merchandise. Students must have the option of returning the item for full credit within a specified time limit. Fund raisers should be arranged on a pre-sell or consignment basis only.
7. Only one organization at a time can be selling a particular product or item.
8. A fund raising application must be completed and submitted to the administrator in charge of fund raising for approval before the fund raising activity occurs. Teachers who violate this procedure shall return all fund raising materials and/or monies. Teachers must explain the rationale of the fundraiser and how it will improve the curriculum.
9. District policy prohibits keeping school monies in the building overnight (except petty cash, which may be kept in the school safe). Money collected should be deposited in a bank, in the night depository if necessary. School personnel should not leave their school money or personal money in desks or places where it will be a temptation for theft. School money should not be taken home by school employees.
10. Please be considerate of the bookkeeper, and allow the bookkeeper ample time to deposit and account for large amounts of money.

(Memo 31)

**Kearns High School
Fund Raising Application
2011-2012**

All faculty and/or staff must complete a "Fund Raising Application" and receive approval from the administration prior to fund raising activity. Failure to obtain approval shall result in cancellation of the fund raiser.

Individuals or organizations who have previously received approval for a fund raiser have until September 30 of any given academic year to renew their fundraiser; otherwise the fund raiser becomes open to any individual or organization. The deadline for fund raisers for the 2011-2012 academic year is Friday, November 19, 2011. Exceptions to this deadline must be approved by the administration.

Teacher/Organization _____ Date _____

Fund raising activity _____

Funds to be used for _____

Beginning date _____ Ending date _____

Location of fund raiser _____

The fund raiser will involve the following groups. Please check all that apply:

___ Kearns HS student body, faculty, staff

___ Kearns HS student body only

___ Kearns Inc.

___ Kearns HS student body, faculty, staff, & community

___ Other _____

___ Approved

___ Not approved _____

Ken Auld, Assistant Principal