

KALISPELL PUBLIC SCHOOLS

FUNDRAISING REQUEST FORM

THIS FORM MUST BE COMPLETED FOR THE FUNDRAISER TO BE CONSIDERED

School: _____ Sponsor/ Coach: _____

Organization holding fundraiser: _____

Has the organization participated in this year's Toyota Fundraiser? ___ Yes ___ No

Fundraising project title: _____ Beginning date: _____ End date: _____

Describe project: _____

How will items be sold? _____

How will the funds be used: _____

Current balance in account (prior to requested fundraiser): \$ _____ (*Attach documentation i.e. Activity Account Report

Are you using an outside vendor for this fundraiser? ___ yes ___ no

Is there a contract with the outside vendor? ___ yes ___ no (*If yes, attach contract)

Accounting Summary of Fundraiser:

Complete both sections A and B if the requested fundraiser was done last year. If this is a new request, only complete Section B.

A. PRIOR Year's FUNDRAISER Accounting Summary.

Gross receipts: \$ _____
Costs: Product \$ _____
Vendor \$ _____
Other \$ _____
Net revenue: \$ _____

B. Requested FUNDRAISER Anticipated Accounting Summary

Gross receipts: \$ _____
Costs: Product \$ _____
Vendor \$ _____
Other \$ _____
Net revenue: \$ _____

Site Approvals (#1):

approved denied

Activity Director or Supervisor: _____ Date: _____

Site Approval (#2):

approved denied

Principal: _____ Date: _____

District Approval:

approved denied

Superintendent or designee: _____ Date: _____

BOARD APPROVAL:

approved

denied

Date of Board Meeting: _____

Kalispell Public Schools
Fundraising Rubric



Name: _____

Sponsor: _____

Current Account Balance (prior to requested fundraiser): _____

Date(s): _____

Title of Fundraiser: _____

	CRITERIA				POINTS
	1	2	3	4	
BUDGET NECESSITY	Budget either not prepared or line item not connected to budgetary need	Budget does not clearly indicate a need	Connected to the successful implementation of program	Program will not operate without this fundraiser	
CASH MONITORING	Students handle money without clear accountability	Students handle money but with accountability paperwork	Sponsors only manage and count funds	All funds go through school office or third-party collection	
STUDENT BENEFIT	No direct student benefit	Some benefit to students and some to program	All students benefit equally	All students benefit and it is tied to school improvement outcomes	
STUDENT INVOLVEMENT & SAFETY	Students will sell door to door	Students will be able to sell through known contacts	Students are under constant supervision during fundraising	Adults or outside interests do the fundraising	
FUNDRAISING PROJECT	Compulsory or highly likely donation by students or family	Product may be easy to sell but no history	Independent of educational program but product easy to sell as demonstrated by past practice	Enhances educational program and easy to sell as demonstrated by past practice	
TOTAL →					

KALISPELL PUBLIC SCHOOLS

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FUNDRAISING GUIDELINES

Initial

-----	All school sales to individuals by recognized student activity groups or other departments or entities must be approved in advance by the Activity Director or Principal, the Superintendent's Office and the Board of Trustees before they begin.
-----	Sales of any kind may not be in conflict with the normal merchandise and services of the school or district.
-----	Each organization is responsible for any fund-raising activity it sponsors and must put its name on all advertising associated with the sale.
-----	Applications for fundraising activities by recognized student organizations should be completed and submitted to the Activity Director or Principal at the beginning of the quarter prior to the fundraiser to insure that there is enough time to evaluate the request and plan for the event.
-----	A report indicating the amount of money raised (profit and loss) must be submitted to the Activity Director or Principal within 7 days after the close of each fundraising activity.
-----	All funds should be deposited daily, not taken home or left anywhere outside of a locked space in the office.
-----	Fundraising projects that involve solicitation of parents, staff, and community must be clearly labeled.
-----	Because <i>Kalispell Public Schools</i> often contact local businesses to ask them for support, it is important that the school know when area businesses are being requested to provide support in excess of \$100.
-----	<i>Kalispell Public School's</i> approval logo must be used in conjunction with student fundraising to indicate district endorsement.
-----	Students must <u>not</u> be required to sell a certain number of items.
-----	Students will <u>not</u> be penalized for lack of sales.

I read and understand these guidelines:

(sign name)

(printed name)

Date