

STUDENT FUND-RAISING ACTIVITIES

Money drives will not be encouraged unless there is justification for purpose and the need is adequate.

Justified fund raising will be permitted for school classes or groups of students, under the sponsorship of a faculty member, provided they are approved by building principal and Superintendent and that benefits derived therefrom will be made available to all members of the class or group.

The fundraising form will be filled out and approved before any class or group of students can begin their fundraising activity

All money raised by a class or group of students will be used for that specific event. All money not spent on that specific event will be carried over to the next year to be used for that specific event if that event is an ongoing activity. If the event is not ongoing, the left over money will be placed in the scholarship fund.

At the conclusion of each fundraising event, the faculty member will submit the itemized accounting of the money raised on the Fund Raising Record Form to the business manager.

Adopted September-10-2018

Montrose School District 43-2

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FUNDRAISING FORM

Date:

The _____ Club or Class of Montrose School District proposes to solicit money by conducting the following fundraiser: (detailed project description.) This form must be completed and submitted for approval on an annual basis prior to the start of the fundraiser.

Description of Product	
Date of Project to Begin	
Ending Date	
Total Project Dollars Anticipated	
Cost Per Item to School	
Selling Price	
School Employees Involved	
Students Involved	
Location of Sale	
Other Data	
Money earned by this project will be used by the Organization to: (state reason for project)	
Special Instructions:	

Advisor Signature

Principal/Act. Director Signature

Business Manager Signature

Superintendent Signature

Recommend:
(Circle One)

Recommend:
(Circle One)

Recommend:
(Circle One)

Request is:
(Circle One)

Approval

Approval

Approval

Approved

Denial

Denial

Denial

Denied

MONTROSE SCHOOL DISTRICT #43-2

FUND RAISING RECORD FORM

DATE: _____

Part A of this form to be completed before the fund raiser begins with a copy sent to the business office prior to the start of the fund raising activity. Part B is to be completed and returned to the business office at the end of the sales campaign with the invoices for items sold. Invoices will not be paid until this form is complete.

PART A: Prior to Fund Raiser Event-

Fund Raising Date(s) Start Date: _____ End Date: _____

Group: _____ Name of Supervisor: _____

Item(s) being sold: _____ Person responsible for accounting: _____

of Items to Sell: _____ Cost per Item: _____ Total Cost: _____

Selling Price per Item: _____ Profit per Item: _____ Total Profit Expected:

Name of Supplier _____

Address of Supplier _____

Phone number of Supplier _____

Explain the method or charts you will use to account for all items distributed to students:

PART B: At Conclusion of Fund Raiser Event-

Record of money turned in to business manager each day:

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total of Receipts

Financial Breakdown of Activity

Total Receipts _____

Less Total Cost _____ (attach copy of invoices)

Equals Actual Profit _____