

Directions: For Hosting an Event or a Fundraiser

KEC POLICY –

Legal Status of PTA, PTO and Booster Clubs – must have documentation of a 501 (c) or (3) and must carry insurance

- Booster Club fund-raising activities including the actual sale of items shall not take place on school grounds during the school day
- Booster Club fund shall not be deposited in student body accounts or processed through the student body
- Fund raising activity – Written parent permission must be obtained in order for the student to participate

Approved Fundraising for ASB

- “A-thons” or endurance contest
- Food sales not by student store
 - ASB sales of food during the school day must be limited to 4 times a year
 - All food sold must comply with District Health Beverage and Obesity Prevention Motion
 - www.cafe-la.org
 - Food sold during the day may not be prepared on the premises
 - Food items may not be sold during the school day from vending trucks on school grounds

Classes / Clubs

- Must be self-supporting and cannot be subsidized by the General Student Body Fund.
- Every school club/class must be sponsored by a member of the school faculty subject to approval by the principal
- The sponsor must attend all meetings, events and activities
- The type, frequency and scheduling of fundraisers must be approved by the principal
- Parent permission must be obtained in writing before a student can participate
- Sponsor is responsible for the supervision of the collection of any funds from students or other personal
- Proceeds from on-Campus fundraising activities must be shared with the General Student Body.
- Revenues generated through activities belong to the club/class
- However if the club/class fundraiser is “on-campus” activity during school hours, then no more than 50% of the profits can be credited to the class/club (Board Rule 2528) and the remainder must be credited to the general student body
- All money collected must be deposited to student body finance
- Authorization for expenditures of funds must be approved by class / club sponsor
- Request for expenditures of funds must be submitted in advance by the sponsor and use a “Request for Check or School Purchase Order”

If you wish to hold an event or fundraiser, fill out the application and turn it into Ms. Cooper

Ms. Cooper and or Mr. Groven will go to Mrs. Adams to gain final approval for event/fundraiser.

You will be notified one week after application has been submitted to Ms. Cooper whether or not your event / fundraiser were approved.