



## Hastings Public Schools

### 511-Student Fundraising – Appendix A: Fundraising Request Form

This form needs to be completed and approved by the building Principal/Director AND the School Board PRIOR to the start of any fundraising activities. Things to consider when proposing a fundraiser:

- Fundraisers are reviewed by the School Board on a monthly basis. **Forms are due to the District Office by the 10<sup>th</sup> of the review month.**
- Does the fundraiser align with District policies and procedures?
- Student participation in fundraising efforts must be voluntary, not required.
- Are there other current fundraisers? Is this the best time for this fundraiser?
- The District expects all students who participate in approved fundraising activities to represent the school, student organization, and the community in a responsible manner.
- A school staff member must supervise the fundraising activities and fiscal oversight at all times. All funds must be deposited within a District account and turned in daily to the building office for locked storage.
- Fundraising efforts must be to support a curricular purpose not already covered by the District. Fund 10 Student Activity fundraising efforts should align with the Student Activity purpose form.
- Use of the specific name Hastings Public Schools by an unapproved fundraising activity is prohibited.
- Fundraising activities during school hours should not conflict with instructional activities, should be in alignment with the District Wellness Policy, and may not compete with the Food Service program.
- Gambling activities of any kind (such as raffles) are prohibited per IRS rules.
- No homemade food items may be sold; only prepackaged food items are acceptable. Contact Brittney Hirschauer, Director of Food Service, if you would like to purchase food through a District supplier.
- All posters or distributed flyers must be approved by the building Principal.
- Fundraising activities coordinated by any non-district group during the school day, where the funds raised go to groups outside of the District, are not allowed.
- For facility usage, please complete the Facilities Request Form on Community Education’s webpage.
- Onsite food vendors require preapproval by the District Office. Vendors will be required to provide a permit with the City of Hastings as well as a Certificate of Liability Insurance and MDH/MDA license.
- If the fundraiser is being organized by a Booster Club or PTA/PTO Group this form is not required.

**Please complete the information below.**

Student Group \_\_\_\_\_ Fund 11\_\_\_ Fund 10 \_\_\_ Fund 02\_\_\_ Fund 04\_\_\_

Responsible Teacher/Advisor \_\_\_\_\_ School \_\_\_\_\_

Description of Fundraiser \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Vendor or Company (if applicable) \_\_\_\_\_

How many students will be involved? \_\_\_\_\_ Will items be sold during the school day? \_\_\_\_\_

What do you intend to use fundraiser profits for? \_\_\_\_\_

What educational activity is to be supported? \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher/Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval - Signature of Principal/Director

\_\_\_\_\_  
Date

Board Approved \_\_\_\_\_

**SEND TO CINDY WESTLUND IN THE DISTRICT OFFICE**



**Hastings Public Schools**  
**511-Student Fundraising – Appendix B: Fundraising Final Report**

***Submit to Cindy Westlund in the District Office within 30 days of your fundraiser completion date***

Fundraising Activity \_\_\_\_\_

Student Group \_\_\_\_\_

Responsible Teacher/Advisor \_\_\_\_\_

Dates of Sales \_\_\_\_\_

Vendor or Company (if applicable) \_\_\_\_\_

Total Money Raised (\$) \_\_\_\_\_

Total Fundraising Expenditures (\$) \_\_\_\_\_

Summary of how this fundraiser went \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you meet your fundraising goals? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher/Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval - Signature of Principal/Director

\_\_\_\_\_  
Date