

MORAN PRAIRIE FUNDRAISING GUIDELINES:

Fundraising is an important part of our school's operation and management. Therefore, each fundraising effort at Moran Prairie, whether passive or active, must satisfy the following requirements:

- 1. WHO FUNDRAISES?** All fundraising efforts must be sponsored by a part of the School's community. This includes, but is not limited to, the Parent-Teacher Group ("PTG"), the Associated Student Body ("ASB"), any individual classroom, any individual grade level, and any specialist area.
- 2. POTENTIAL SPONSORS MUST** submit a fundraising proposal to the Principal for prior approval. Such proposal must:
 - a. summarize the fundraising effort and set forth its schedule;
 - b. define both who will be in charge of the effort and who will complete the tasks required;
 - c. define the beneficiary of the funds raised, who will be responsible for the collection and accounting of the funds, and how the funds raised will be paid or credited to such beneficiary;
 - d. describe any effects the fundraising effort will have on students, teachers, classrooms, school staff, school facilities and the community;
 - e. include copies of all written materials that will be used in the fundraising effort; and
 - f. if such sponsor is the ASB, confirm that funds raised will be subject to the appropriate legal and auditing requirements, will be limited to extracurricular items, and will be used to satisfy student initiatives and ideas, including student awards and birthdays, or similar purposes.
- 3. THE PRINCIPAL WILL** approve or deny each fundraising proposal. The Principal will consider, among other things:
 - a. the appropriateness of the proposed fundraising effort;
 - b. whether the fundraising effort will be divisive or hurtful to any individuals. Although incentives are permitted, no students may receive a "gift" depending on whether someone buys something for them (e.g. Candy Grams).
 - c. the schedule of already approved fundraising efforts so as to spread fundraising efforts throughout the year and to avoid conflict with other school events (e.g. dances), sales (e.g. Spirit Gear), and community service collections (e.g. penny and food drives). Representatives from the school staff, PTG and ASB will meet with the principal each spring to coordinate the following year's calendar.
- 4. DISCLOSURES**
 - a. The amount of funds raised will be fully disclosed to the community through the *Messenger* and/or the PTG Newsletter.
 - b. If a School community member or relative will benefit from any fundraising effort (for example, through their own business), this fact must be fully disclosed to the School community in advance.