

FUNDRAISING/DONATION DRIVE GUIDELINES

All clubs and organizations are encouraged to raise funds or host a donation drive to support the club's goals, interests, and charitable donations. All fundraising requires approval from the Student Activities Director. Any group wishing to fundraise needs to complete the Fundraising/Donation Drive Request form, which can be found on the Student Activities Schoology page. Information regarding the item to be sold, purchase price, selling price, retailer information, and selling dates need to be included with each request. Notification of approval will be sent to the sponsors. Sponsors are responsible for securing the item to be sold and for the record keeping of funds. All funds should accompany a deposit form and should be returned to the Student Activities Director for deposit. Do not store any funds in shared office spaces or desk drawers.

In order to fundraise/host a donation drive at LFHS:

1. Consider the Fundraising Calendar and the timing of your event. Ideally, you are not overlapping with a similar fundraiser.
 2. Complete the Fundraising/Donation Drive Request form on the Student Activities Schoology page. This form will start the approval process by emailing the Student Activities Director and automatically scheduling any tabling or room needs through School Dude. You will be notified when your fundraiser is approved.
 3. Sponsors are in charge of ensuring all cash boxes and items are set up and collected from each fundraising location.
 4. Once the fundraiser is complete, please turn in all funds collected to the Student Activities Director to be deposited in your organization's account. All deposits need to be accompanied by a deposit slip and reconciled within **two weeks** of the final sales date.
-

The Purchase:

All school purchases are considered tax exempt. Please access the tax exempt form on Alio before making your purchase. Payment for any purchase should be accompanied with an original receipt and a check request form or made with the club's p-card. All check requests should be labeled with the account number and turned into the Student Activity Director for processing. Large purchases and preorders should be completed with a p-card when possible. Tax will not be reimbursed if purchases were made without the tax exempt form.

Food Fundraising Sales:

Using food to fundraise is very popular at LFHS. All clubs may request food fundraising sale dates; however, every bake sale needs to provide an ingredient list for each item sold during the sale. Sales, supervision, supplies, and clean-up are the responsibility of the sponsor and the organization.