Fundraising Rules

To allow all clubs and organizations equal opportunity to fundraise for school activities, please read the following. All clubs, groups, Winterims, CAWEs, etc. will be referred to as organizations:

1) All fundraisers must be submitted through the online Request Form for the appropriate fundraiser type (form can be found at http://www.thegroveschool.org/request-form/). A fundraiser is not approved until the person that submitted the Request Form is notified of the approval via email by the Operations Manager (aimee.austin@thegroveschool.org).

2) The earliest an organization can schedule a fundraiser is 2 months in advance, unless the company who the fundraiser is through requires more notice (ie. a restaurant books out 3 months in advance).

3) An organization may only be in charge of 1 Market Breakfast per month. After the organization submits the above mentioned Request Form, further information and steps will be emailed to the event contact in order to complete the registration for hosting a Market Breakfast.

4) An organization may only be in charge of 2 before school, during lunch time, and after school snack sale fundraisers per month. See item #10 below for further information regarding snack sales.

5) An organization may only host 2 restaurant fundraisers per month. Restaurant fundraisers must have 2 full days in between another restaurant fundraiser already scheduled by a different group on the fundraiser/events calendar. For example, if a fundraiser is already scheduled for a Wednesday, the next restaurant fundraiser request could not be held the Monday or Tuesday before or the Thursday or Friday after.

6) An organization may only be in charge of 4 online fundraisers per year. It is recommended, but not required, that an organization does not schedule an online fundraiser during the same time period as another online fundraiser already scheduled. Any online fundraisers scheduled for the same time frame cannot be for similar products or product categories.

7) An organization may only be in charge of 1 after school movie night fundraiser per month. There shall be no more than 2 movie nights per month.
Movie night guidelines:

Public Domain vs. Not Public Domain

If the movie to be shown is free on public domain, then you can show it, but you can't charge admission.
If the movie is not on public domain, then you'd need to purchase a license to show it, but you would be able to charge admission if you purchase the license.
The following link will take you to a website with more information: copyright restrictions and protocols
This link also provides some additional information and a list of movies: Public Domain

PG or higher rating

If the movie is rated PG or higher, students would need to turn in a signed copy of the following form upon entry to the movie: PG/PG-13 Form

Pricing

For movies that you cannot charge an entry fee, you can charge for a snack or meal pack. The pack can contain any type of food, candy, beverage and/or merchandise you'd like and you can set the price to be whatever you want. Please note that sales for the food/candy/beverages can't start until at least 30 minutes after school in order to not be subject to the restricted school snack list.

8) All other fundraisers will be considered on a case-by-case basis depending on the type of fundraiser requested.

9) If a fundraising opportunity is still open 7 days before the date, then any organization may sign up for it. If the organization has already participated in the maximum number of fundraisers for that month, they are still able to sign-up for a vacant fundraiser 7 days before.

10) Restrictions on Food and Beverage Sales - The Grove School has a Board approved snack list and also utilizes the Federal competitive foods healthy snack calculator. These resources can be obtained via the links in this section or by contacting the Operations Manager at the email listed above. These regulations apply to any snack sales occurring between 12:00am through 30 minutes after the end of school. All snacks/beverages to be sold must be pre-approved by the Operations Manager or designee to ensure federal compliance. Additionally, documentation of the snacks to be sold must be submitted with the sales projection sheet mentioned in #11 below. All documentation must include Operations Manager sign-off.

11) All groups must complete the Revenue Projection form, which can be downloaded from this section, on the Request Form or obtained from the Operations Manager. This sheet must be submitted to Grove's Accountant prior to the start of the fundraiser.

12) All money collected from a fundraiser must be counted and have a completed Fundraising Income form enclosed in an envelope. These funds must be turned in to the office the same day the money is collected. Envelope drop-off locations include the HS office, MS office or Accounting office. The HS office and MS office both have drop boxes for after hours. The Accounting office is not accessible after hours.

13) If available, groups can obtain a cash box from the HS office or MS office. The school does not supply a starting till for the fundraiser. The cash box must be returned to the applicable office by the end of the day. The returned cash box should not have any funds in it.

14) Fundraisers such as snack sales, ticket sales, etc. must only take place at a designated table where the advisor or adult designee can supervise the sale. Additionally, snack sales may not take place in the same area as the breakfast and lunch distribution areas.

15) Advertising for fundraisers can begin only after the fundraiser has received the approval email from the Operations Manager.

16) Fundraisers are approved on a first come, first serve basis and requests must be submitted through the online Request Form to be official.