

To: All NSD School Co-Curricular Activity Account Holders

From: Nathan Black, District Administrator

Re: Fundraising Guidelines and Steps to Follow

Date: 8/4/24

Guidelines

1. All funds raised by students must be used for students.
2. To protect student and family confidentiality, directory information will not be shared.
3. Fundraisers must be done on behalf of students.
4. Accurate records and accounting are the responsibility of the advisor.
 - a. Daily deposits must be made to the school office.
 - b. Accounting records and receipts must be maintained.
 - c. No cash payments shall be made from activity funds.
 - d. Within five business days of the end of the fundraiser, final accounts must be turned in to the main office.
5. The building administration must approve all fundraisers.
6. There are different types of fundraisers:
 - a. Sales of products (examples: candy bar sales, cookie dough, butter braids, etc.)
 - b. Events (examples: brat fry, golf outing, readathon, etc.)
 - c. Raffles (examples: calendar raffles, baskets, and 50/50 raffles, etc.)
 - i. NSD does not carry a raffle license.
 - d. Concessions for home games.
7. Every fundraiser is subject to an internal audit.

Steps

1. The advisor is responsible for reviewing [the spreadsheet of existing and approved fundraisers](#).
Approval priority will be given to those who request annual renewals. Reasonable time limits will be expected (examples: sales of products cannot run a full school year, events are one day, raffles have a few weeks of sale time, etc.)
 - a. Sales of products: only one of the same type may be approved within a six-month time period.
 - b. Events: depending on the event and time between events, multiple events may be approved (example: brat fry may be done weekly; golf outings, one per year, etc.). Please check with the building administrator with questions.
 - c. Raffles: depending upon the raffle and time between events, multiple raffles may be approved (examples: calendar raffles, one every other month; basket and 50/50 raffles, each home game).
 - d. Concessions: register for as many as there are openings for your activity. You do NOT need to complete the fundraising request form.
2. At least two weeks before the fundraiser start date, complete the [Fundraising Request form](#) (unless concessions).
3. Upon approval, the advisor can move forward with steps to starting the fundraiser.
 - a. If you haven't heard either way within a week, follow up with building administration.
4. Advisors must deposit money on a daily basis with the front office of their building and track receipts.
5. When the fundraiser is complete, final accounting must be submitted to the main office within five days.