

**PROCEDURES FOR PROVIDING FUNDS FOR THE SCHOOLS
(Outside the appropriated budget)**

Any organization wishing to raise funds for individual schools or the school district under policy DDA must follow these procedures:

1. A representative of the fundraising organization must fill out the attached form (File: KHA-E) and present it to the Principal before any targeted fundraising activity can begin.
2. The Principal must approve the request and submit it to the Superintendent for further approval before any such fundraising can begin.
3. Annual fundraising events for targeted purposes or events must be preceded by receipt of approval of the Principal and the Superintendent regarding projected use of the funds.
4. Any school related organization will submit a budget or financial plan to the appropriate principal in order to identify potential gifts which may need Superintendent approval and/or School Committee acceptance.
5. **School Committee Approval:** Any direct gifts or donations valued at more than \$500 require acceptance by the School Committee. Gifts between \$100 and \$500 must be documented to the Superintendent.
6. Funds must cover the entire cost as determined by the Superintendent.
7. Funds are given to the School Committee who will then direct the purchase or hire of the identified items/personnel.
8. The entire amount must be available before the purchase is made.

In addition, there is presently one mechanism (Acton Boxborough Student Activity Fund - ABSAF) through which donors, gift-givers and fundraisers can contribute funds to be used by the school system. All such monies will be disbursed for targets approved by the Superintendent.

Tax Deduction Status: All gifts and donations given to the schools, whether contributed individually or through other mechanisms, are eligible for consideration by the IRS for tax deduction.

REF: Public Solicitations in the Schools, File: KHA

Reviewed 10/1/18

Acton-Boxborough Regional Schools

FUNDRAISING CONSENT FORM

Please allow two weeks for a response

Name of Organization _____

Contact Person: _____ Phone: _____

Email: _____

Purpose of Fundraiser: _____

Target Amount _____

Manner in which money will be raised _____

Effect on other schools _____
(If applicable)

Date of submission to Principal _____

Principal's approval _____

Date of submission to Superintendent _____

Superintendent's approval _____

September 2018

Acton-Boxborough Regional High School

FUNDRAISING CONSENT FORM

Please submit to Michael Csorba and allow two weeks for a response.

Name of Organization:

Contact Person:

Phone:

Purpose of Fundraiser:

Date of Fundraiser:

Location of Fundraiser:

Target Amount:

Description (manner in which money will be raised):

Effect on other schools (if applicable):

Date of submission to Administration: _____

ABRHS Administrative approval: _____

Date: _____

Superintendent's approval: _____