

NEW GUIDELINES FOR ACITIVITY FUNDS

1. All check requests must be accompanied by an invoice/receipt.
2. The District Office must approve all contractual agreements with independent vendors (music, DJ's, etc.). Checks to be written to a business through a contractual agreement must come from the District Office. An activity group would need to submit an "Activity Fund Check Request" made payable to ISD #317, along with a W-9 form from the vendor to the High School Office. Whereupon the High School Office will write the check and take it to the District Office for them to issue a check to the vendor. **Note:** District checks are written bimonthly so you will need to coordinate process with event in a timely fashion.
3. Each Activity must submit a "Statement of Purpose". This statement should include the name of the activity, advisor, and student treasurer along with the group's constitution. This must be signed by the Advisor and Principal and placed on file in the District Office.
4. Yearly – A list of the Activities officers must be submitted to the High School and District Office.
5. The building principal must approve all fundraising projects before the activity begins. All fundraising activities **must have prior approval of the principal and superintendent if the fundraiser involves community participation.**
6. Games of chance (ex. split-the-pot) are strictly prohibited. Raffles will not be permitted unless a valid permit from the Department of Revenue is obtained. Donated items cannot receive any form of reimbursement. Tickets must be in numerical order and commercially printed.
7. Food cannot be sold during school hours and/or in competition with the food service program.
8. Commercially printed numerically numbered tickets must be issued at all dances.
9. All students, parents, and staff involved in fundraising activities shall agree that all funds raised by the participants shall revert to the club or activity account should the specific purpose of the fundraising activity such as trips or a banquet fail to materialize for any reason.
10. Participants involved in fundraising activities shall have no claim on the funds raised other than the down payment amount.
11. If the participants of an activity agree to pay a portion of the cost (down payment) of the activity with the balance to be funded through fundraising,

NEW GUIDELINES FOR ACITIVITY FUNDS

the participant is eligible to withdraw his/her portion (down payment) upon withdrawal.

12. Excess dollars raised by individual students/parents towards an activity shall remain with the club or activity account and is not transferable to another student in the activity.
13. Criteria For Out-Of-District Student Travel:
 - A. Travel must be related to educational or approved activity programs.
 - B. Travel must provide opportunities that are not available within the district. Trips should not interfere with the school calendar. Absences from trips initiated for academic enrichment will be recorded as a prearranged absence.
 - C. The Principal/Superintendent must approve the number of adults participating in the travel to supervise students. In general, a ratio of 1 to 10 is required.
 - D. It is highly recommended that at least one chaperone have a current first aid certificate.
 - E. Written parent or guardian permission must be secured.
 - F. The School Board must approve trips outside the State of Minnesota one (1) semester prior to the trip departure. The School Board must approve trips within the State of Minnesota thirty (30) days prior to departure.

DEER RIVER HIGH SCHOOL

Activity Fund Cash Receipt

Date _____

Activity Fund Name _____

Event/Fundraiser Name _____

Date(s) of Event/Fundraiser _____

Total amount of cash turned in \$ _____

Name of Advisor/Coach _____

Name of Student Treasurer/Captain _____

Office Use Only

Money received by _____

Amount received \$ _____

DEER RIVER HIGH SCHOOL

Activity Fund Check Request

Date requested _____

Date needed _____

Pay to the order of _____

Address _____

Activity Fund Name _____

Name of Advisor/Coach _____

Name of Student Treasurer/Captain _____

Explanation for disbursement. Include copies of all invoices/receipts. Checks will not be written without an invoice/receipt attached.

Total Amount of Check: \$ _____

Advisor Signature _____

Office Use Only

Approved by _____

Paid by Check # _____ Date paid _____

I.S.D. #317

FUNDRAISING APPLICATION

Club/Organization: _____

Advisor(s): _____

Date of Request: _____

Fundraiser (what): _____

Purpose of Fundraiser (why): _____

Location:

- In School Only
- In Community Only
- Both School & Community

Beginning Date: _____

Completion Date: _____

Approval _____

Disapproved _____ Reason _____

Administrator Signature: _____

NOTE: If the above requested fundraiser involves the community the Superintendent must also sign this form.

Superintendent's Signature: _____

DANCE

ACCOUNTING FORM

Activity Fund Name: _____

Advisor: _____

Date of Dance: _____

Tickets sold: Beginning with ticket # _____

Ending with ticket # _____

Total # of tickets sold: _____ x admission price \$ _____ = \$ _____
Total Collected

Attach this form to the Cash Receipt Form when making a deposit.

