FUNDRAISING POLICY

All fundraising activities by Polaris K-12 groups, individuals, clubs, Advisories, or Family Groups must be approved by the principal.

- All fundraising activities must be approved in writing, using the attached form, by the principal no less than one week in advance.
- Funds raised may be earmarked for the purposes of that particular fundraising activity. These funds must go to their original purpose.
- Fundraising for charities outside of Polaris require a special approval, so as to comply with ASD policy.
- All fundraising activities and association promotions/marketing must clearly communicate the fundraising goal.
- A fundraising campaign may not exceed a month in length without submitting an additional form for approval.
- When selling food, fundraising efforts offering healthier options/alternatives will have approval preference.
- The principal generally will not approve more than three sweet (donuts, cookies, brownies, etc.) sales per month, and may choose to approve less than that.

Steps for Launching a Fundraising Campaign

1. Consult the Operational Group's fundraising calendar to avoid conflicts with other groups.
2. Complete the Fundraising Request form and submit to the principal for approval one week in advance of beginning the activity.
3. After approval, present your campaign to Operational Group so it can be added to the fundraising calendar and promoted in the Operational Group meeting minutes.
4. Begin marketing your campaign. All printed posters and marketing material must be approved by the principal.
5. Maintain accurate accounting records and work with the front office to deposit any collected funds.
6. Resubmit the form, with the Financial Reporting section completed.

Leading the Pack!

FUNDRAISING PLANNING

Hosting Group/Organization(s):
Proposed Date(s):
Fundraising Purpose / Benefiting Organization:
Student Point of Contact(s):
Facilitating / Sponsoring Adult(s):
Fundraising Activity Description:

BUDGET PLANNING

Projected expenses:	*Funding source(s):*

To be completed after fundraising and returned to the principal.

FINANCIAL REPORTING

Total collected:	*Final Expenses:*

_____   _____

Principal Signature   Approval Date