

BOYERTOWN AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS FOR FUND-RAISING PURPOSES:

APPLICATION TO CONDUCT A FUND-RAISING ACTIVITY

FUND-RAISING ACTIVITY REPORT

PARENT PERMISSION FORM

ANNUAL FINANCIAL REPORT

BOYERTOWN AREA SCHOOL DISTRICT

APPLICATION TO CONDUCT A FUND-RAISING ACTIVITY

- All student groups, citizen groups, parent groups, or other groups associated with the school district or any of its groups, programs, classes, or activities must have the approval of the Superintendent prior to initiating any fund-raising activity.
- All students must have signed parent permission forms to engage in solicitations. Students in grades K-6 must have signed parent permission forms prior to beginning any fund-raising activities, including assembly presentations.
- This completed application must be submitted to the appropriate school principal at least 30 days prior to the anticipated beginning of the fund-raising activity.

(Date of Application)

Name of group: _____

Description of group's purpose(s): _____

Specific purpose(s) of funds to be raised: _____

Goods, services to be marketed: _____

Beginning date of fund-raising: _____

Ending date of fund-raising: _____

Anticipated profit: _____

Description of how and by whom goods or services will be marketed; _____

Names of two (2) adult sponsors who will be responsible for complying with school board policy, for collecting and depositing funds, and who will submit annual financial report:

(1) _____ (2) _____
(Signature of Applicant) (Signature of Applicant)

(Printed Name of Applicant) (Printed Name of Applicant)

(Address of Applicant) (Address of Applicant)

(Applicant Phone Number) (Applicant Phone Number)

Reviewed By (Please sign):

(Athletic Director) (Date)

(Principal) (Date)

(Superintendent or Designee) (Date)

BOYERTOWN AREA SCHOOL DISTRICT
PARENT PERMISSION FORM FOR A
STUDENT TO PARTICIPATE IN A FUND-RAISING ACTIVITY

NOTE: Boyertown Area School District requires that parent/guardian permission be provided whenever students participate in an approved school district fund-raising activity.

My signature below shows my permission to allow _____
(Student's name)

to participate in a fund-raising activity for _____
(Group name)

I understand the purpose of the fund-raising activity and agree to provide appropriate parental supervision for this activity.

Parent/Guardian Signature

Date of Signature

BOYERTOWN AREA SCHOOL DISTRICT
 FUND-RAISING ACTIVITY
 ANNUAL FINANCIAL REPORT

Organization: _____

Date Submitted: _____ (Submit to the Business Office By July 15 after school year end)

Previous Year Balance: A \$ _____

Income Sources:

Source	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Income Sources: B \$ _____

Total Revenue (A+B): C \$ _____

List Expenditures (attach additional list if necessary):

Source	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenditures: D \$ _____

Year End Balance (C-D): \$ _____

Please attach any clarifying records or statements. You may be asked to stop in to help us to understand the information provided in this Annual Financial Report. We want to make this a simple process for you.

Date: September 13, 2006

To: Boyertown Area Fund Raisers

From: David A. Szablowski
Assistant to the Superintendent for Business Affairs

Re: Fund Raising Requirements per Board Policy #1326

First, I would like to thank you for your interest in the Boyertown Area School District and your financial support for Boyertown activities and athletics. The Board of School Directors, administration, teachers and students of the Boyertown Area School District appreciate your efforts in raising funds to support our students' activities. The generosity and financial support of the community has helped to enhance the activities of Boyertown students.

On September 12, 2006 the Board of School Directors enacted Board policy #1326, Fund Raising. The reason the policy was established was to provide communication to the school district regarding the numerous fund-raising efforts that occur each year in the name of the Boyertown Area School District. **This policy is not intended to prohibit fund-raising activities.**

There are several benefits that will be realized by the enhanced communications between organizations wishing to fund raise and the school district. Besides a central location for information the District will have a better insight into which fund-raising activities are successful. The District will also have a better understanding of the amount of fund-raising and the purpose of the fund-raising. By understanding the purpose of the fund-raising, the schools will be able to align the district goals with the fund-raising efforts.

Included in this packet is a copy of Policy #1326 and all the supporting documents that must be completed to establish the fund-raising activity. The basic format is informational, detailing the organization, contact information, fund-raising activity detail, including a proposed profit from the activity, the purpose and duration of the activity. Once the fund-raiser activity is completed there is a final piece of information that will communicate to the District the total amount raised.

School Administrators will be distributing this fund raising packet to clubs, parent/teacher organizations, sports and activity boosters, and teachers and coaches who may be aware of fund-raising activities that should be complying with the policy.

The Boyertown Area School District thanks you in advance for your fund-raising efforts and your anticipated compliance with the Policy. If you should have any specific questions, please call the Business Office at 610-369-7408 or send an email to dszablowski@boyertownasd.org. I would be happy to meet with you or your group to explain the policy and necessary forms to be completed.