

Fundraising Guidelines

Fundraiser Purposes

Fundraisers may be conducted in order to supplement budgets or to purchase items required but not supplied to the group/organization through the General Fund. Fundraisers may also be conducted to benefit other non-profit organizations or groups considered needy.

Fundraisers may not be used to purchase items that are designated for individual members consumption/use and not to be returned to the team/group/club. This includes sports uniform needs beyond that supplied by the school.

Types of Fundraisers

Level 1 - The direct solicitation of funds and/or donations from individuals or businesses, including door-to-door selling of a product and/or service. **Only Tier 1 groups may apply for a Level 1 fundraiser.**

Level 2 - Selling a product that does not require additional cash outlay to make a contribution (Kroger card, Market Day, mulch, spirit wear); provides a service (car wash, raking leaves); or provides entertainment (golf outing, chili dinner).

Level 3 - Solicitation of donations and/or products for a non-profit or other organization that provides for the needy (i.e. Hurricane Relief, clothing for underprivileged schools, etc.)

Products being sold as a fundraiser shall be carefully scrutinized for value and appreciation by the purchaser.

Camps/Clinics will not be considered as fundraisers unless businesses are solicited for sponsorship, supplies, etc.

Program Structure

Groups or organizations may conduct fundraising efforts in accordance with the following chart. Fundraisers are limited in number so as not to be a burden on parents, teachers, community members, or businesses.

Tier 1: (Maximum of 5 Fundraisers Annually)

Madeira Schools Foundation, Madeira Athletic Boosters, Madeira Music Boosters, Madeira Elementary School PTA, Madeira Middle School PTA, Madeira High School PTA, Madeira High School, Madeira Middle School, Madeira Elementary School

Tier 2: (Maximum of 2 Fundraisers Annually-Level 1 Fundraisers Not Permitted)
Any grade level organization (e.g. Class of 2008)
Any individual Sports team (e.g. Baseball Team)
Any individual club (e.g. Latin Club, National Honor Society)

Only groups recognized by the Madeira Board of Education will be approved.

Superintendent or designee will inform organizations of fundraising procedures and policies, including, guidelines for acceptable fundraisers.

Reports

Fundraiser Request Forms:

Each group will submit a request form to the building Principal identifying the purpose, financial goals, type, and timing of fundraiser to be conducted. If approved by the building principal, the request will then submit to the Superintendent for final approval. Any group that conducts a fundraiser without authorization will have their fundraiser discontinued until appropriate documentation is received and approved.

Fundraiser Results Report:

Each organization that conducts a fundraiser must submit a Fundraiser Results Form to Superintendent, or designee, reporting the financial results of the fundraiser upon completion. Information regarding the overall satisfaction level with the type of fundraiser conducted will also be solicited.

If a group fails to submit the Results form, their fundraiser(s) for the following year will not be approved.

Calendar

The timing of each fundraiser will be documented on a calendar as coordinated by the Superintendent designee so as to minimize overlap and competition between groups and space solicitations for parents and community members.

Dates for fundraisers will also be prioritized according to tier groupings with Tier 1 groups having first choice.