



## **Fund Raising in Gilbert Public Schools (GPS)**

### **Guidelines:**

Activities that are done for the purpose of fund raising must be initiated, sponsored, and recorded by one of the following:

- 1) A Gilbert Public Schools (GPS) **authorized student club**. Receipts and expenditures must be recorded in a GPS Student Club account. Refer to the GPS Student Activities Handbook.
- 2) A GPS **recognized parent organization**. Receipts and expenditures must be recorded in a parent organization checking account.
- 3) A Gilbert School **site council**. Receipts and expenditures must be recorded in a GPS gifts and donations account. Refer to the GPS cash handling procedures.

Gilbert Public Schools employees may not do fund-raisers without one of these sponsorships. Fund-raisers that are recorded by the district in either a student club or district donation account (school site council) cannot originate from raffles or any other type of gambling activity.

Fund-raisers are done to benefit a school or student organization; the school district (through school site councils) cannot sponsor fund-raisers for the benefit of individuals. Critical community needs that may arise which involve individuals or families should be sponsored and recorded through a recognized parent support organization or student club.

Fund-raisers that are sponsored by a GPS Student Club must follow GPS policy JJE and GPS Student Accounts handbook.

Note: Fund raising activities by student organizations that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited.

Fund-raisers that are co-sponsored by a parent support organization, school site council and/or student club organization should have a pre-arranged division of revenue between the groups before the activity is begun.

The approval process for fund-raisers must be followed; the authorization form is included on the other side of this page.

*Note: The organization should keep the original signed form, with copies to the school administrator and to the bookstore or elementary school office.*