MSD of North Posey County
Title: North Posey Fundraiser Policy
Effective Date: [Insert Date]
Reviewed/Revised: [Insert Date]

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1. Purpose

The Board of Education recognizes that fundraising is an important component of supporting school programs, student activities, and community engagement. This policy establishes procedures to ensure fundraising activities are conducted transparently, responsibly, and in alignment with State Board of Accounts (SBA) guidelines, while respecting the capacity of the community and local businesses.

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2. Scope

This policy applies to all North Posey Schools athletic teams, booster clubs not incorporated, school groups, clubs, and outside organizations using the North Posey name or involving North Posey students.

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3. Community Awareness

The District values strong community support. Because our community has a limited number of local businesses, all teams, boosters, and clubs must plan thoughtfully and coordinate their fundraising efforts to avoid overburdening community supporters.

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4. Fundraising Approval Process

1. All fundraising activities must receive prior approval from the **principal and/or Athletic Director** by completing a **Fundraiser/Solicitation Form**.

2. Forms are available from the school office or the Athletic Director.

3. Completed forms must be submitted **a minimum of one week in advance** of the proposed fundraiser. *(Plan ahead and submit as soon as possible.)*

4. The Central Office will create a fundraising calendar to be used for planned fundraisers to prevent overlap and conflicts. Each building administrator is responsible for updating their fundraisers.
5. The calendar will include the event name, dates, and responsible party.
6. No fundraiser may commence until the approved form is returned to the sponsor.
7. All North Posey fundraising entities will follow this format. Elementary and junior high principals must work with the Athletic Director to schedule fundraisers.

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5. Materials and Communication

1. All solicitation materials, flyers, and social media posts must be approved by the **principal and/or Athletic Director**.
2. Flyers may be distributed throughout MSD of North Posey County schools at the group's expense.
3. Website and social media content must be submitted for review **at least one week prior** to the start of the fundraiser.
4. The principal or Athletic Director may require edits or removal of content.
5. Groups are encouraged to document activities with photographs (preferably from a camera rather than a phone).

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6. Financial Accountability

1. Gross totals, expenses, and net profits must be reported to the principal.
2. All proceeds must be deposited into the proper North Posey School Extra-Curricular Account (ECA) using SBA Form SA-8 unless the organization has a 501(c)(3) and a board of directors.
3. Each team, booster, group, or club will have funds accounted for separately by the building treasurer.
4. All invoices will be paid using the SBA Purchase Order system (Form SA-1).

5. Records will be maintained in the appropriate school ECA Treasurer's office.

6. Teams, boosters, groups, and clubs utilizing accounting systems outside of the North Posey ECA (e.g., Venmo) must provide a monthly updated ledger to the Athletic Director or principal or transition funds into the ECA system. Personal Venmo accounts are not permissible per SBA guidelines and funds deposited into the appropriate ECA account.

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7. Recognized Purposes for Fundraising

Fundraising may be approved for:

- Supporting activities that benefit the student body
- Providing supplemental funds for optional programs
- Enhancing athletic or extracurricular facilities and equipment as approved by superintendent

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8. Considerations for Approval

A fundraiser must:

- Align with broader fundraising efforts of the school (e.g., North Posey Booster Club Truck Raffle)
- Promote team, school, and community spirit
- Provide a positive learning or service experience for students
- Avoid excessive demands on time for students, staff, or families
- Support needs not covered by the annual school operational budget

Fundraisers **will not** be approved if they:

- Benefit individual students, unless the student(s) advances to a national competition or the building principal deems appropriate

- Sell food during school hours
- Use “SnapRaise” or similar donation-only platforms *(amended July 10, 2023)*

Additionally:

- Only one student-involved fundraiser per school year is allowed per team or group. Booster clubs, coaches, and alumni may fundraise separately.
- All fundraisers must involve a product, event, or service *(amended July 10, 2023)*.

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9. Groups Governed by This Policy

- Sports
- Varsity & Junior High Athletic Teams
- Varsity & Junior High Cheer and Dance Teams
- High School Academic Teams
- North Posey affiliated teams, groups, and clubs
- Unincorporated clubs using the North Posey name or involving North Posey High School students

MSD of North Posey County
North Posey Fundraiser Policy

North Posey High School – Fundraiser Solicitation Form *Submit to*

Athletic Director 1 Week (minimum) Prior to Event

Team Soliciting Funds:	Date of Submission:
Sponsor/Coach:	Date(s) of Fundraiser:
Description of Fundraiser:	
How much money do you expect to raise from this fundraiser?	
What are your estimated expenses to run the fundraiser?	
The North Posey High School Purchase Order system must be used to make any necessary purchases to cover expenses for this fundraiser. Purchase order forms must be submitted to the Office of Finance 3 business days before funds are needed.	
What will the profits from this fundraiser be used for?	

By signing below, all Sponsors/Faculty members acknowledge that he/she has received a copy of the North Posey High School Athletic Dept. Fundraising Policy and will abide by the policy guidelines throughout the course of the fundraiser.

Sponsor/Coach Signature:	Date:
Athletic Director Signature:	Date:
Principal Signature:	Date:

MSD of North Posey County
North Posey Fundraiser Policy

North Posey School - Post Fundraiser Report

Please complete the following information and submit to the Athletic Director no later than two weeks after your fundraiser is complete.

Team Which Solicited Funds:	Today's Date:
Sponsor/Coach:	Date(s) of Fundraiser:
Description of Fundraiser:	
Gross Total Collected: $.	
Expenses: $.	
Net Profit $.	
Please list the logistics of this fundraiser that you feel made it successful.	
Please list the logistics of this fundraiser that you would change if the fundraiser is repeated in the future.	
Would your group like to conduct this fundraiser again in the future? Circle one: YES NO Other Comments:	
Coach/Sponsor Signature:	Date: