

End of June

- a. All groups who are interested in fundraising for the upcoming school year will bring their completed applications for fundraising to this meeting.
- b. All groups will be required to submit their by-laws, budgets, and list of officers at this time.
- c. The fundraising calendar will be planned at this date.

Early to mid July

- a. The Core Committee will meet to finalize the fundraising calendar.
- b. The Core Committee will resolve any conflicts between groups and requested dates at this time.

Early August

- a. The Core Committee will submit the finalized calendar to the Superintendent.
- b. The Superintendent will submit the finalized calendar to the Board of Education for approval at the August Board meeting.
- c. The Core Committee will notify the fundraising groups of their approval/denial.
- d. The Core Committee will present the finalized fundraising calendar to the Assistant Superintendent's secretary to be included on the district wide calendar.

Mid November and Beginning of March

- a. The Core Committee will meet to review any additional requests which may be brought forward.
2. All groups wishing to fundraise must complete the Application for Fundraising.
3. The Application for Fundraising must FIRST be submitted to the building principal.

4. The building principal will forward the application to the appropriate individuals for further approval via signatures.
5. The Application for Fundraising will then be returned to the submitting individual.
6. After procedures #3 - #5 have been completed, the submitting individual shall bring the application to the Core Committee at the June meeting. If the individual cannot attend the June meeting, the form should be forwarded to the appropriate chairperson to take to the June meeting.
7. Should any applications for fundraising be completed during the school year, the groups shall forward the application to their chairperson on the core committee. The Core Committee will consider additional requests at the November and March meeting dates.
8. At the completion of the fundraiser, the initiator of the application for fundraiser shall submit the Final Audit Sheet to the Assistant Superintendent.
9. The Core Committee shall submit a final report which will detail all fundraising activity, and the outcome of the fundraising to the Superintendent. The Superintendent will submit the final report to the Board of Education.
10. The Board of Education will present the final report to the public at the end of May.
11. Money Collection.
 - a. School Related Activities – All money shall be deposited into the appropriate building level student activity account.
 - b. Parent Organizations – All money shall be deposited into the appropriate parent organization account.
 - c. Booster Organizations – All money shall be deposited into the appropriate booster account.

No money shall be retained by an individual who is a member of any of the above.
12. Fairview School District discourages any door-to-door solicitation by students.