

MMCRU Fundraising Request Form

****Back includes notes and details regarding proper use of funds and how they are accounted**

Teacher: _____

Grade/Content: _____

Briefly describe the purpose of this fundraiser:

Fundraising Company: _____

Describe what is being sold:

Expected Amount Sold: _____

Expected Amount Fundraised: _____

Does this fundraiser require a raffle? Yes No

****All funds raised by a school organization with the involvement of a school employee must be placed into the student activity accounts.**

Teacher Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

Administration: (Approved or Not Approved) _____

MMCRU Fundraising Notes

MMCRU Schools has two types of fundraising options:

1. School Fundraiser:

- Student organization with the help of the school employee raises funds for their student organization. All funds must be deposited into the school student activity fund. Student Activity funds are public funds under the direction and control of the school boards.

2. Booster Club Fundraiser:

- MMCRU Booster Club runs a fundraiser. This money is deposited with the MMCRU Booster Club. Employee involvement is limited only to coordinating activities as necessary.

School Fundraising Information:

1. All fundraisers must be approved by administration prior to starting the fundraiser. Please plan in advance.
2. All funds raised through a school fundraiser but be deposited into the MMCRU Student Activity Accounts. Any money needed for the school fundraiser must be run through the student activity account. At no time should a school employee use their own money to purchase items for a school fundraiser.

What can the money raised in the student activity account be used for?

1. Appropriate expenditures include the ordinary and necessary expenses of operating district sponsored and supervised student cocurricular and extracurricular activities.
2. Funding given to school officials to use must be used properly and with consideration to the broader *public interest*.

Must answer the question: Is the “public” advanced by a given action to spend certain funds?

Cannot use the student activity funds under the following circumstances:

- Expenditures that may not be made from public moneys include the following:
 - a. The cost of optional equipment or customizing uniforms.
 - b. The cost of uniforms when the following two tests are not met:
 - i. The activity is a part of the school's educational program, and
 - ii. The wearing of the uniform or equipment is necessary in order to participate.
 - c. Hospital or medical claims for student injuries or procurement of student medical insurance.
 - d. Optional costs related to activities such as promotional costs (printing of tickets and posters, or other advertising expenses).
 - e. District-level membership fees in student activities related associations if the fees are optional, in that non-member schools may participate in sponsored events.
- 3. An excess of revenues over expenditures for any student activity remains under the control of the board and may not be distributed to any individual member of such activity or a private group. Residual interest in all student activity moneys belongs to the district. Upon dissolution of an activity, such as a graduating class, drama club, etc., the remaining funds must be used to support other student activities in the student activity fund. Surplus may not be given to students who were in the activity nor retained for future uses by that group of students, such as a class reunion.