



Ogden Community School District

FUNDRAISING REQUEST GUIDELINES

The Ogden Community School District supports numerous fundraising endeavors being undertaken by different school groups and organizations each year. In addition, the Iowa State Auditor has determined that if fundraising activities “occur on school grounds” or “are done in the name of the school or to benefit school programs” the fundraising activity must have district approval. Therefore, to better support, monitor, and manage requests, all organizations must complete this form. **NOTE: to ensure approval in a timely fashion, requests must be submitted thirty (30) days prior to beginning fundraising.**

The process for approval of fundraising requests are:

1. Complete the following form and submit it, along with the contract/agreement and sample fundraising materials to the principal of the school building most impacted by the fundraising activity.
2. The form will be approved by the building principal and forwarded to the Activities Director for approval on the OCSD calendar. The request will then be submitted to the school board for final approval.
3. The Activities Director will notify you once the fundraising activity has been approved and placed on the school calendar.
4. Contracts, agreements, or financial transactions with companies and/or organizations involved in the fundraising activity may be signed once approved (no contracts, agreements or transactions may take place prior to district approval. If such should occur, any liability or financial responsibility rests solely on the individual entering in the agreement).
5. Follow the OCSD guidelines regarding depositing funds, use of school purchase orders, and ensuring that invoices are paid.

Reasons for possible denial of a fundraising activity might be:

- Activity is not aligned with the district mission or Board of Education policies.
- Activity is in violation of the state gambling law or Iowa code guiding school district fundraising.
- Activity is in direct conflict with other fundraising activities already approved.
- Activity does not directly benefit OCSD programs or students.



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FUNDRAISING REQUEST FORM

School Organization

Name: _____

Sales/Activity Item: _____

Dates of Fundraiser:

From: _____

To: _____

Purpose of Fundraiser: _____

Estimated Net Profit: _____

For Profit Organization/Company: _____

% of Profit to School Organization: _____

Student Awards/Sales Recognition: _____

of People Involved: _____

Grades: _____

School Sponsor: _____

Email: _____

Additional Information: _____

Sponsor Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Your principal will submit to the business office for board approval.