

Provo School District
Policy Series 6000 Finances and Operations

Donation and Fundraising Policy

6110 F3

Approval of Provo City School District Sponsored Fundraising Event or Donation

Per policy 6110, Donation and Fundraising, any fundraiser which uses students while under school responsibility, uses district employees during work time, or uses district property or facilities without being rented per district rental policy requires prior principal approval. Any donation or fundraising efforts expected to generate more than \$10,000 also requires prior superintendent and business administrator approval. Donations or efforts expected to raise more than \$50,000 also requires prior board approval. Any use of the District or school name(s) requires pre-approval using form 6110 F1.

Description of the fundraising event and activities or donation including relevant dates and expected proceeds:

Proposed use of any proceeds:

If students are involved, describe steps to be taken to properly supervise students and keep students safe. List employees assigned to supervision:

List any proposed donor restrictions for the use of any proceeds:

Donor signature: _____ Date: _____

District Employee or
Faculty member event sponsor: _____ Date: _____

By signing employee acknowledges you have read, understand, and will conduct the fundraising event according to district policy 6110.

[Below this line for office use only]

APPROVALS

Principal: _____ Date: _____

Business Administrator (over \$10,000): _____ Date: _____

Superintendent (over \$10,000): _____ Date: _____

Date of Board Approval (over \$50,000): _____ Date: _____