



School District of University City Fund Collections/Fundraising Policies and Procedures – Sponsors

- Sponsors who wish to conduct a District-sponsored activity must complete a **Fundraising Application** (*attached*). The Application must be formally approved by the Principal before starting the activity. Students or sponsors may not initiate or conduct fundraisers in the name of the school without prior approval by the Principal. Approval must be formally documented on the Fundraising Application. A copy of the approved application should be maintained by both the Principal and the Sponsor. The Principal should also forward a copy of the approved application to the District's business office.
- Online fundraising events are to adhere to the same regulations as stated above. All events must have prior approval from the building Principal/Administrator. No online content shall be posted that violates FERPA, the IDEA, or Board of Education policy and regulations.
- No content online or otherwise published should suggest that without fundraising contributions, students will not receive adequate supplies, meet academic goals, etc.
- The Sponsor must provide to the principal a summary of the event (both financial and nonfinancial) at the end of each fundraiser/activity. Such summaries should be used to monitor the success of the programs. If summaries are not prepared or provided in a timely manner, the Principal should refrain from approving future fundraising activities for that Sponsor.
- All funds collected are considered property of the School District of University City. Collections must be maintained in a secure location at all times. Donations and checks are to only be made payable to the School District of University City.
- Cash and/or checks must be turned in to the designated school secretary daily, unless building administration agrees to another arrangement. All monies must be submitted in the form it was collected. Personal checks for cash collections will not be accepted.
- All collections turned in to the designated school secretary must be accompanied by a **deposit form** (*attached*) and supporting documentation, vouching for the cash amount. The Secretary must maintain a copy of the **Reconciliation Form** (*attached*) on file, which records each deposit turned in. All funds, accompanied with a signed deposit form tallying total collections, should be submitted to the Finance office upon completion of each fundraising event.
- The removal of money from school premises is not allowed. It is prohibited to spend any of the collections prior to deposit or to deposit the collections into a personal account for



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any reason. If supplies are needed to be replenished, students and employees may be reimbursed in accordance with Board policy for personal money spent if the purchase was previously approved in writing by the Principal and proper documentation is submitted to support the expense.

- Sponsor acknowledgement of these policies and procedures must be documented in writing.

Sponsor Acknowledgement: _____ Date: _____