

LAKE SHORE CENTRAL SCHOOLS  
Angola, New York 14006

***FUNDRAISER***  
***INFORMATION***



Christine Starks  
Building/Program Administrator  
W. T. Hoag Educational Center  
926-2210



## FUNDRAISING GUIDELINES

- **All fundraisers must be pre-approved by the building principal and W. T. Hoag Educational Center Administrator a minimum of seven (7) days prior to the requested start date.** No exceptions! If it is discovered that a fundraiser is taking place without following proper procedures, it will be terminated immediately. Once a fundraiser has been approved, a copy of the request and a "Post-Fundraiser Form" will be sent to the advisor.
- All forms, both fundraiser application and post-fundraiser forms, must be completed. If the fundraiser application is not filled out completely, the fundraiser will be denied. If a group is having more than one fundraiser, the post-fundraiser form must be completed in a timely fashion or the next fundraiser will be denied.
- Each elementary PTG is allowed two (2) fundraisers per school year.
- Each Middle and High School group is allowed one (1) per year. If the group is fundraising for a large event then it is allowed three (3) fundraisers per school year and each fundraiser must be at least two months apart.
- For large groups, more than 15 members, the fundraiser should target \$500 as the minimum profit. Smaller groups, 15 or fewer members, should target \$300 as the minimum profit. If an activity raises less than the minimum, then it will not be considered the following year and the group should explore other fundraising activities.
- Fundraisers will be scheduled on a first-come, first-served basis; however, they will also be scheduled to avoid as many conflicts as possible. Therefore, an advisor/coach may be notified and asked to change the date of a fundraiser.
- **All items sold for fundraising purposes must be sold outside of school hours. Nothing is to be sold in school during school hours.**
- Any fundraising activities whose purpose is to raise money for personal items, such as duffel bags or sweatshirts, will not be approved. Fundraising activities should focus on the benefits for the group, not the individual.
- If any fundraiser is utilizing an outside vendor and there is a formal agreement or contract between the two parties, the agreement or contract must be sent to the W.T. Hoag Educational Center for approval and then sent to the District Office Superintendent's office. Twenty (20) business days are needed for approval at the District level. **No advisor is permitted to sign any agreements or contracts with outside vendors.**
- The District Office and the District's Insurance Agent must review any activities requiring additional insurance riders. Twenty (20) business days are needed for approval at the District level. The following language is required on all Certificates of Liability Insurance: **Evans-Brant Central School District and its employees, interim administrators, authorized volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education are hereby named as additional insured.**

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## FUNDRAISER REQUEST FORM

**MUST BE SUBMITTED A MINIMUM OF SEVEN (7) DAYS PRIOR TO REQUESTED START DATE**

School: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Date of Activity/Sale: From \_\_\_\_\_ To \_\_\_\_\_

Fundraising Activity/Item to be Sold: \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

Location of Sale: \_\_\_\_\_ Company/Vendor Name: \_\_\_\_\_

Cost per item: \_\_\_\_\_ Total Anticipated Profit: \_\_\_\_\_

Number of students participating: \_\_\_\_\_

Are all students in the organization required to participate?    Yes    No

What time of day will the fundraiser take place? \_\_\_\_\_

Name of Advisor (print): \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Phone Number Advisor or person submitting this form: \_\_\_\_\_

Signature of Organization Advisor: \_\_\_\_\_

- *When applicable, a copy of insurance and approval form must accompany this request or the fundraiser will be denied.*
- *Food items that do not meet the same nutritional guidelines as the cafeteria cannot be sold during the hours of midnight prior to the start of the school day and one half hour after the end of the school day.*

***Send request to W.T. Hoag Administrator after obtaining Principal signature***

**Building Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Signature of W.T.Hoag Adm.: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:                      Yes                      No

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

*Only when a contract is necessary*

Comments: \_\_\_\_\_



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## ***POST FUNDRAISER REPORT***

**THIS FORM MUST BE COMPLETED AND RETURNED TO THE W. T. HOAG ADMINISTRATOR WITHIN SEVEN (7) DAYS OF THE APPROVED FUNDRAISER END DATE.**

School: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Fundraising Activity/Item Sold: \_\_\_\_\_

Gross Proceeds: \_\_\_\_\_

Minus Sales Tax: \_\_\_\_\_

Minus Expenses: \_\_\_\_\_

Equals Net Profit: \_\_\_\_\_

Deposited Amount: \_\_\_\_\_

If Net Profit and Deposited Amount are not equal, please provide an explanation.

\_\_\_\_\_  
\_\_\_\_\_

Student Account Into which Money is Deposited: \_\_\_\_\_

Report prepared and submitted by:

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(For Office Use)

Signature of W. T. Hoag Adm.: \_\_\_\_\_ Date: \_\_\_\_\_

Forward to Julie Nagel

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_