

FUNDRAISING POLICY
For Directors and Officers and
Members of a Committee with Board Delegated Powers
GRANT MUSIC BOOSTERS

POLICY #0600

ARTICLE I

PURPOSE

The purpose of this policy is not meant to make fundraising difficult, but rather to ensure fundraising is conducted within the parameters set forth by both the school district and the Internal Revenue Service and that its primary purpose is to benefit the Grant Public Schools Fine Arts programs.

ARTICLE II

POLICY

SECTION I: Grant Music Booster Fundraisers

Grant Music Boosters operate major fundraising events in order to supplement the operation of the Grant Public Schools Fine Arts programs. The Boosters have several standard fundraisers each year that provide the majority of the budget. These events are used exclusively by the boosters to build the general fund. These are, but not limited to, the following:

- Collage Concert Silent Auction
- Marching Band Competition Hosting
- 50/50 Raffles during sporting events
- Dine in for the Arts
- Wreath Sale
- Citrus Sale

The following guidelines are to be followed for any GMB-sponsored fundraisers:

- All GMB fundraisers are to be approved by a majority vote of the Executive Board before they are put into motion.
- All communications to the public regarding a fundraiser are to be reviewed and approved by the Booster President before being sent to the Director of Communications for dissemination (including but not limited to letters, emails, announcements and flyers). This does not include correspondence between the Co-Directors of Fundraising (when applicable) and committee members when collaborating about fundraising suggestions.
- All fundraisers will require payment when order is placed. If payment is not turned in with the order, that order will not be placed.
- The GMB Treasury and Cash Management Policy will be followed.
- At the completion of each fundraiser, a Fundraising report will be given to the executive board within 15 days of completion of the fundraiser or at the next Executive Board meeting, whichever comes first.

- All fundraisers for the current school year are to be concluded by April 30th (with all monies collected). Accounts are to be updated in May so the account balances are current for the next school year by June 1st. Fundraising may then begin after June 1 for the following school year. There are to be NO fundraisers during the month of May (transition month).
- Any and all documentation pertaining to the set up and execution of fundraisers carried out by the GMB is to be kept in the Fundraising Procedures Manual for future reference.
- In order to provide Fine Arts students with financial assistance for payment of fees for events, such as band camp, Honors Band, Honors Choir, etc., 10% of all GMB fundraiser net profit is to be deposited into the GMB Scholarship Fund.

Section II: Director Account Fundraisers

The Fine Arts directors may conduct fundraisers to benefit their own individual Director accounts. However, if they request assistance from the Music Boosters in executing the fundraiser (e.g., collection of funds and/or distribution of goods), the procedures outlined above for the Grant Music Booster fundraisers will be followed. Director Account fundraisers may include, but are not limited to, the following:

- Century Resource (see Section IV below for process regarding catalog sales)
- Griffins Intermission “Ice Band”
- Giving Bean (coffee)

Section III: Student Account Fundraisers

There are opportunities for students to participate in fundraisers which benefit them directly by having funds placed in their student account to help offset expenses related to fine arts activities. The following guidelines will be followed for student fundraisers:

- All student fundraising will be approved by the GMB.
- Fundraisers will follow the guidelines of GPS board policy.
- Accurate records of items checked out, sold, and returned will be documented and accurate for audit and business purposes.
- Student fundraising proceeds will go toward the student’s individual account to help pay for event fees or other miscellaneous event costs. (See the Student Account Policy for more information).

Examples of student fundraisers include, but are not limited to, the following:

- Scrip Fundraiser
- Sub sandwich sales
- Candy bar sales

Section IV: Catalog Sales / Pre-Orders

Ordering:

- All Fine Arts students in good standing are encouraged to participate.
- Orders are taken on a pre-paid basis. For your protection, please request payment by check. Cash payments are strongly discouraged.
- All payments are to be in a sealed envelope, labeled on the outside with the student's name, amount, and a description (e.g., Fruit Sale) of the payment.
- Inside the envelope, please include the proper form (if any) completed correctly and legibly. Write student's name in memo section of each check. Please list total cash, total checks and grand total.
- Orders not meeting these criteria may be rejected.
- Orders submitted after the announced deadline will not be accepted.
- Students will be honest, courteous and reliable in dealing with customers. Represent our program in the most positive light. Take this opportunity to promote our program in the community.
- School policy regarding sales will be observed.
- Student use of his or her student account to pay for a fundraiser is prohibited; with the exception of apparel / spirit wear.
- No profit can be credited to the student account if there is an unresolved discrepancy in the amount submitted.
- The school and the GMB assume no responsibility for improper payments.

Delivery:

- Please plan to be flexible with the delivery date. While we will request a specific delivery date and time, we may encounter circumstances beyond our control.
- Please make your best effort to pick up your order on the day it arrives, especially when dealing with perishables such as fruit. Doing so will maximize the likelihood that you will receive your complete order and provide our customers with the best quality.
- Students are liable for losses resulting from negligence on their part. This includes breakage, spoilage, theft, misplaced, and unclaimed items.
- Please ask your customers to inspect their orders. Any problem with an order (e.g., accuracy, quality, delivery, or payment, etc.) should be reported immediately upon discovery.

Fundraising is vital to the Fine Arts programs. We want fundraisers to be easy, profitable, reliable, and financially responsible. These policies will help fulfill these objectives. Failure to comply with these policies may result in penalties including loss of privilege to participate in future fundraisers, and loss of rank, office, awards or other privileges.

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By signing below, I hereby acknowledge that I have been provided with a copy of the Fundraising Policy for the Grant Music Boosters, have read and understand said policy, and have been given the opportunity to ask questions pertaining to this policy.

And as a board member of the Grant Music Boosters, I pledge to support and take part in all of the organization's fund-raising efforts.

- I will actively solicit gifts for every fundraising campaign we undertake.
- I will carry the message of the organization's value and importance to those with whom I work and socialize.
- Recognizing that leaders must lead by example, I will make a gift to every fundraising campaign the organization undertakes consistent with my ability to give and reflective of my commitment to the organization.

President

Date

VP of Service and Support

Date

VP of Fundraising

Date

Secretary

Date

Treasurer

Date

See scanned signature document for signatures and dates!