



West Contra Costa Unified School District
Pre-K-Adult Educational Operations

MEMORANDUM

DATE: July 29, 2016

TO: Principals

FROM: Nia Rashidchi *NR*

RE: Fundraisers

Please review the following procedures when planning a Fundraiser.

1. All Fundraisers must be detailed on the attached Fundraiser Approval Request Form.
All fundraisers must provide the following information.
 - a. School
 - b. Fundraiser information (i.e. What the fundraiser is for, who is involved, what is being done, expected outcome)
 - c. Fundraiser sponsors. i.e. Students, Faculty, Parent Groups, etc.
2. The principal must ensure that the fundraiser follows all District guidelines.
3. The form must be submitted to the Executive Director for approval.
4. Once approved by the Executive Director, the fundraiser will be presented to the Board for approval. ***Fundraisers must be Board approved prior to event.***
5. **Fundraiser requests should arrive to your Executive Director no later than one month prior to the scheduled Board meeting before your event.**

Certain fundraisers need additional applications before being submitted to the Executive Director. For example, fundraisers being held on the school site must submit a Facilities Use Permit form to Rina Prasad prior to approval. Permits will not be issued until Board approval has been given. This will allow time to work out issues that may occur. Please be aware that some equipment may be prohibited (i.e. dunk tanks, Astro-Jumps). Furthermore, fundraisers involving food (bake sales, parents cooking, and barbecues) may not be permissible. Information involving the sale of food can be found on the district website under School Food Permits and Competitive Food Sales Policy. Please check with Barbara Jellison of Nutrition Services at 307-4580 or Rina Prasad of Facility Use at 231-1113 if you have questions regarding such fundraisers.

NO FUNDRAISERS ARE TO TAKE PLACE UNTIL ALL APPROVALS AND/OR PERMITS HAVE BEEN SECURED. NO EXCEPTIONS.



West Contra Costa Unified School District **Fundraiser Approval Request Form**

DATE: _____

TO: _____, Executive Director

FROM: _____

SCHOOL: _____

We would like to request approval of the following fundraiser:

1. PARTICIPANTS:

2. DATE(S):

3. FUNDRAISER(S) DETAILS:

4. REQUIRED PERMITS ATTAINED/SUBMITTED:

5. SPONSORS:

Principal's Signature

Date

Executive Director

Date