

## **Guidelines for Spring-Ford Music Association Fundraising**

**Purpose:** The purpose of this document is to outline the guidelines to be used when running fundraisers for the Spring-Ford Music Association.

### **References:**

Spring-Ford Area School District policy 229 Student Fundraising

Spring-Ford Music Association Charter

### **Definitions:**

Fundraising - Per Spring-Ford Area School District policy 229, Student fundraising shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for tickets, papers, advertising or any other goods or services.

Ways and Means Chairperson – individual selected by the SFMA board to be responsible for coordinating all fundraising activities for the current school year.

Fundraising Chairperson – This is the individual responsible for one particular fundraiser. Any SFMA member in good standing can be the fundraising chairperson for one or more fundraisers.

### **Guidelines:**

1. At the August SFMA meeting, the Ways and Means chairperson will present a list of planned fundraisers for the coming year. This list will include the type of fundraiser and the month it will be conducted. The membership will vote to either approve or amend this list at the August meeting. This list will be provided to building principals per SF Policy 229.
2. The list will include the following information for each fundraiser
  - a. Company providing product
  - b. Estimated cost of product
  - c. Estimated profit per unit item
  - d. Dates of fundraiser
  - e. Facilities needed
3. A Fundraising Approval sheet will be prepared for each fundraiser (Attachment B). This sheet will be signed by the President or their designee to indicate

approval after acceptance by the membership. A copy of the form will be provided to the Fundraising Chairperson. A copy will be maintained by the Secretary for review by any SFMA member.

4. The Ways and Mean Chairperson will solicit and identify fundraising chairperson(s) for the fundraisers approved by the SFMA general membership.
5. It is the responsibility of the Ways and Means chairman to ensure the fundraising chairperson is aware of these guidelines and follows all applicable sections.
6. Prior to scheduling any fundraiser that uses school facilities; the fundraising chairperson will obtain the required permissions from school personnel by submitting a facility use form per SF Policy.
7. Each fundraising chairman is responsible for having copies made and distributing advertising materials for the sale and for collecting the money periodically at the school. No students should be collecting or holding any fundraising money other than their own sales efforts.
8. All advertising materials will explicitly identify a penalty for checks returned for insufficient funds. This penalty will be identified at the beginning of each year and will cover the cost the SFMA for these checks.
9. The fundraising chairperson will generate a spreadsheet or table that captures the following information (sample provided in attachment A)
  - a. Name of student participating
  - b. Grade of student
  - c. Quantity of product sold
  - d. Amount of money collected
  - e. List of cash and checks, by check number, submitted by student
  - f. Total money collected, total cost and split of profits between SFMA and SPA by student. If there are taxes to be paid (currently only for Program book), these are to be taken out before the split.
  - g. All numbers must add correctly (Money collected – cost of fundraiser = profit)
10. If there are any samples or free products provided by the fundraising company, these must be identified and used for the good of the students participating in the fundraiser.

11. The fundraising chairperson must enter the data into the spreadsheet within seven days of the close of sale (last date orders are collected). Data should be sent via email to the Treasurer and a hard copy of the spreadsheet placed in the envelope with the funds.
12. All monies will be turned in to the SFMA Treasurer within seven days following the close of the sale. Any monies or checks not collected should be noted and the fundraising chairperson will take responsibility for obtaining those funds. The SFMA Treasurer will deposit the fundraising money in the bank and send the SPA breakdown to the Assistant Treasurer within seven days..
13. If the Fundraising Chairman cannot identify any checks or cash, a note should be made and the unidentified funds should be turned in to the Treasurer with the note. The money will not be held by the Fundraising Chairman for identification.
14. Any fundraiser not on the original list must be submitted for approval to the General membership. The submission must include:
  - a. person responsible for fundraiser
  - b. Company providing product
  - c. Cost of product
  - d. Profit per unit item (broken out as SFMA profit and SPA, usually 40% SFMA and 60% SPA)
  - e. Dates of fundraiser
  - f. Facilities needed
15. The request for any ad hoc fundraiser must be submitted to the SFMA Executive board on the format specified in Attachment B before the first Tuesday of the month. The board will only review the materials provided and communicate any missing information to the person submitting the request. Any request made to the board will be reviewed at the next membership meeting.
16. A Fundraising Approval sheet will be prepared (Attachment B). This sheet will be signed by the President or their designee to indicate approval after acceptance by the membership. A copy of the form will be provided to the Fundraising Chairperson. A copy will be maintained by the Secretary for review by any SFMA member.





Attachment B Fundraising Request form

Request to SFMA membership for the following Fundraiser: \_\_\_\_\_

\_\_\_\_\_

Person responsible for fundraiser \_\_\_\_\_

Company providing product \_\_\_\_\_

Cost of product/Breakdown \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Profit per unit item (broken out as SFMA profit and SPA)

\_\_\_\_\_

Dates of fundraiser \_\_\_\_\_

Facilities needed \_\_\_\_\_

\_\_\_\_\_

Date Reviewed

Approval: \_\_\_\_\_

