

## **CCHS - Fundraising at a Glance**

### **Steps for approval:**

- All fundraising (collection of donations) must be sponsored by a BOE approved club or activity. The advisor for the activity must sign off on all paperwork.
- Calendar in the High School main office lists all fundraising events. Please check so groups are not selling at the same time. If you are selling at another groups' event, please indicate you have spoken to that group.
- Fundraising Form (hard copy in main office / also on T-drive) must explain dates/times, group sponsoring event, location, what is being 'sold', anticipated costs/ amounts raised.
  - Advisor signs and turns into Athletic Director or Principal
  - Principal signs and sends to District
  - Superintendent Signature
- Building Use Form must also be completed if fundraising is taking place on school property (i.e. tables in lobby)
- Proper record keeping of monies made must be submitted to comptroller, Mr. Brian Creedon.

### **REMINDERS about Fundraising:**

- Fundraising cannot involve any form of gambling (50/50, BINGO, etc.) if students under 18 will be involved (this includes selling tickets).
- Fundraising cannot endorse a private business. You may not 'advertise' the name of a private business as schools are prohibited by law from doing so. (i.e. cannot put the name of a restaurant and say shop there and 10% of bill goes to group).
- Fundraising cannot disrupt the educational setting.
- Any fundraising involving food that does not meet the nutritional guidelines found in the following link <https://foodplanner.healthiergeneration.org/calculator/> and must happen after 2:30 PM and prior to midnight. Ms. Koudounas, Director of Food Services (x. 7704), is available to answer questions about what foods can/can't be sold.



**Cornwall Central School District Fundraising Request Form:  
2019 – 20 School Year**

**To be completed for each fund raising activity and  
submitted to the building Principal at least two weeks prior to the activity.**

**School:** \_\_\_\_\_ **Date** \_\_\_\_\_

Sponsoring organization or club: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

Type of activity: \_\_\_\_\_

Purpose of proceeds: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Name and address of Company involved in Sale of Items:

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

Date(s) of Activity:

Hours of Activity:

Location of Activity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Initial outlay of funds (if applicable): \_\_\_\_\_

Purpose of initial outlay (if applicable): \_\_\_\_\_

Estimated profit of fundraiser: \_\_\_\_\_

\_\_\_\_\_  
Advisor/Organizer \_\_\_\_\_ Date

\_\_\_\_\_  
Athletic Director (*if applicable*) \_\_\_\_\_ Date

\_\_\_\_\_  
Principal \_\_\_\_\_ Date

\_\_\_\_\_  
Superintendent \_\_\_\_\_ Date