

Newburyport Public Schools

Fundraising Procedures

CHECKLIST

- Complete the **Fundraising Permission Form** in its entirety. **(FORM A)**
 - Incomplete forms will be returned to the contact person.
- Secure approval for fundraiser no later than 2 weeks before the event.
 - School Sponsored Athletic Team
requires Athletic Director, Principal and Superintendent approval
 - School Sponsored Club / Class / Group
requires Principal & Superintendent approval
 - School Related Parent Organization
requires Principal & Superintendent approval
 - School Sponsored Activity - involving students in fundraising projects via sales within the school
requires Principal & Superintendent approval
- A copy of the approved permission form will be emailed back to the contact person.
- Bring ALL funds collected to the Business Office for deposit into your Student Activity Account.
- The organization's Contact Person must submit an **Event Financial Report (FORM B)** to the Business Office no later than 5 days after the fundraising activity has ended.

Important Notes:

1. Organizations must identify how they will use funds collected from the fundraising activity.
2. Approved fundraising activities will be listed on a district-wide fundraising calendar. This calendar will be available on the district's website, and for each event, will include fundraiser description, start and end dates, organization sponsoring the event, contact person etc.
3. All approved fundraising activities must be done in accordance with the following School Committee policies, which can be found on the district's website:

GBEBD	Online Fundraising and Solicitations – Crowdfunding
JJE	Student Fundraising
KBE	Relations with Parent/Teacher Organizations
KHA	Fundraising in Newburyport Public Schools

<https://www.newburyport.k12.ma.us/domain/257>

If you have any questions, please contact your building principal or the Business Office.
Our goal is to assist you in having a successful fundraising activity.

Fundraisers must comply with School Committee Policies and Central Office administrative procedures.
NOTE: *Incomplete permission forms will be returned. All fundraisers will be listed on the district's fundraising calendar.*