

CATALINA FOOTHILLS UNIFIED SCHOOL DISTRICT NO. 16		
	PROCEDURES FOR FUNDRAISING	
RESPONSIBLE PARTY	TASK	FORM
FFO/Booster Club and School Administrator	Determine type of fundraising activity and the percentage of student participation	
FFO/Booster Club	Submit joint fundraising request form to School Administrator for prior approval	Student Fundraising Activity Request Form
School Administrator	Approve joint fundraising activity and submit to Superintendent's Office for inclusion in the governing board packet for Governing Board approval. Submit two governing board meetings prior to the fundraising activity to allow sufficient time for approval.	
Superintendent's Office	Prepare governing board memo for student fundraising requests.	
After Governing Board Action - Superintendent's Office	Notify School Administrator of approval or non-approval of student fundraising activity	
School Administrator or Designee	Notify FFO/Booster Club of Governing Board action	
FFO/Booster Club	After joint fundraising activity present School Administrator with check for the students' percentage share of fundraising proceeds.	