

FUNDRAISING

SUBMISSION AND APPROVALS FLOW CHART

For the spreadsheet to work properly, all fundraising requests should be “submitted” through the Google link.
(site specific, supplied by the school activity secretary)

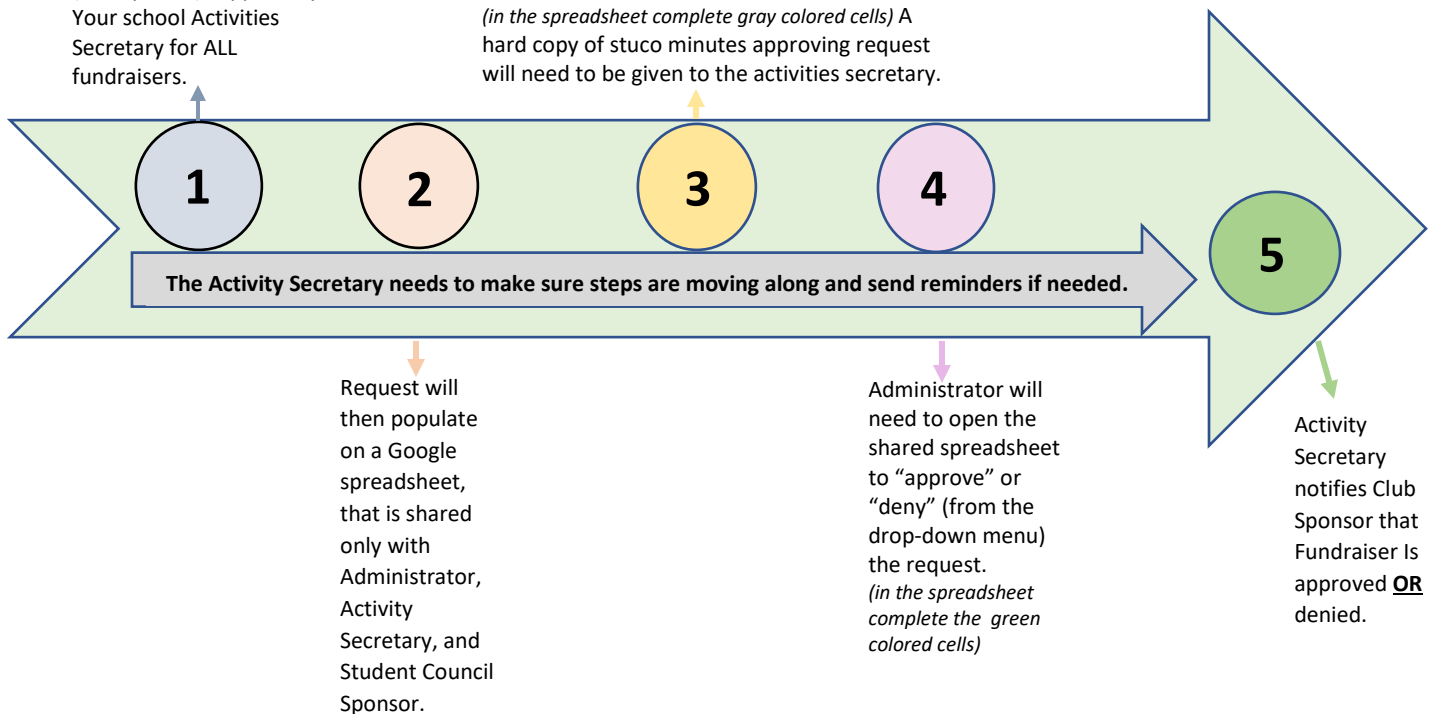
Any prior year fundraising inventory that will be sold in the new year will need to be submitted through the “Fundraising Google Link” for the StuCo and Admin approvals.

REMINDER: Non-Compliant food items cannot be sold during the school day. However, exemptions requests may be made through ADE completing the Survey Monkey <https://www.surveymonkey.com/r/FundraiserExemption> and follow these guidelines:

- *A fundraiser may not exceed a period of one week
 - a. Must have a beginning and an end
 - b. Cannot be continuous, or occur regularly or repeatedly
- *A fundraiser must be able to be defined as infrequent
- *Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

Student Council Sponsor will then open the shared spreadsheet during student council meetings. From here the students will review the fundraiser request. A student council officer, along with the StuCo Sponsor will fill in their name and select the “Approve” or “Deny” from the drop-down menu. The date of the StuCo minutes will need to be entered.
(in the spreadsheet complete gray colored cells) A hard copy of stuco minutes approving request will need to be given to the activities secretary.

Club Sponsor completes the Google link (Site Specific) supplied by Your school Activities Secretary for ALL fundraisers.



You can set up notification rules to be automatically notified when a response has been submitted: Within the Google spreadsheet, select “tools”, scroll down to “Notification Rules”, Select one from each section – “A user submits a form” AND “email-right away”. Select “Save”. You will then receive an email that notifies you when a response was submitted.

FUNDRAISING INVENTORY: Beginning in April a “Fundraising Inventory Google Link” will be provided from the student activities department to the club sponsors for inventory reporting on any product fundraisers that took place. This is documented for our year end reports.