



New Fundraisers: Approval Process

A fundraising proposal is authorized to proceed if it is approved by the designated parties as stipulated in the Approval Process. A fundraiser may not be implemented until it has been approved by this process.

1. A Fundraising Request Form is submitted to the Principal/Fundraising Committee for consideration.
2. The Principal and Fundraising Committee ask these questions about each Fundraising proposal:
 - Does the proposed event/activity conflict with the mission/values/priorities of GVCS?
 - Does the proposed event/activity conflict with the Annual Giving Campaign, Large Scale, and/or School-Wide Fundraiser? In other words, is it likely that this event/activity will negatively impact the results of the AGC or larger fundraiser?
 - Does the proposed event/activity conflict with any other event/activity already on the GVCS Master Calendar?
 - Does the proposed event/activity potential net exceed the minimum of the fundraiser category above? (Example a class fundraiser would not exceed a \$2,000 net. That would be categorized as a school fundraiser).
 - Is this fundraiser submitted less than one month before implementation?
3. If the answer to ALL these questions is “No”, then the committee shall accept the proposal request. If the answer to any of these questions is “Yes”, according to a majority vote of the committee, then the committee must either turn down the proposal or ask that it be reworked so that it no longer violates any of the stated requirements. If the proposal is accepted by the Fundraising Committee, it is submitted to the Executive Director for financial and liability review.
4. In the case of a **Class Fundraiser**, Principal makes the final decision. Principal notifies the Fundraising Chair of the decision including any reasons or suggestions for changes if the request is denied. When a Class Fundraiser is approved, the fundraising chair/class teacher must submit a calendar request for the school calendar.
5. In the case of a new **School-Wide fundraiser**, the PC chair, GVEF Chair, and/or Fundraising Chair submits the proposal to the Fundraising Committee for review. The Fundraising Committee will evaluate whether the necessary leadership and resources are available to successfully carry out the fundraising event or activity. The Fundraising Committee makes the final decision for school-wide fundraisers. This decision will occur in the next leadership meeting. When a School-Wide fundraiser is approved, the Fundraising Committee must submit a calendar request for the school calendar and notify the steward of the Master Calendar.

6. The Fundraising Committee reserves the right to revisit any approved fundraiser in the event any issues develop with the fundraiser or the circumstances of the school change. The Fundraising Committee, at its discretion, may rescind the approval of any previously approved fundraiser.

Master Calendar

The Charter Management Administration will keep a master calendar for all fundraising events. When a Fundraiser is approved, the Development Manager and/or School Principal notifies the steward of the master calendar (Executive Administrative Assistant or School Administrative Assistant) to place the event on the master calendar. No approvals will take place without first consulting the calendar for conflicts or closed periods (see approval process above). This process is the same for recurring events.

Off-Site Fundraisers

Fundraisers that are held off the school site and do not involve the solicitation of families and staff of the school must still be approved by the Fundraiser Approval Process. This includes but is not limited to bake sales, garage sales, car washes and other sales or service activities.

Ongoing or repeated off-site fundraisers (car washes for example) need only be approved one time by the Fundraising Committee.

General guidelines

- Any gift or donation that adversely impacts upon adopted curriculum, infringes on instructional time, or poses a burden or places undue pressure upon students, parents, or school employees at work, in the community or at home will be declined. The Fundraising Committee or the BOT is responsible for making this decision.
- Any fundraising proposal, gift or donation that is deemed contrary to the vision and mission of the school will be declined.
- Participation in fundraising activities is strictly voluntary; students, parents and school employees may not be pressured or coerced in any manner to support such activities.
- In no instance shall participation in or support for a fundraising project be used to determine a student's eligibility to participate in school-related programs or activities.
- All fundraising shall be for predetermined purposes and funds collected may be spent only for those purposes.
- Elementary students, grades TK – 2, are not to be directly involved in fundraising activities without prior approval of the Fundraising Committee.
- Any gift or donation that requires an endorsement of the organization, individual or product must be approved in advance of acceptance of the funds by the BOT.
- All fundraising financial transactions shall be conducted with the highest integrity. All financial transactions are subject to review and approval by the relevant account treasurer.
- All fundraising financial transactions are to comply with the standard accounting and operational practices published by GVEF.
- All fundraising expenses shall be reasonable in amount and relevant in kind to the spirit and purpose of the activity or event. Any concerns of inappropriate or excessive expenses shall be immediately brought to the attention of the Executive Director. The Executive Director will engage the GVEF Treasurer and BOT as needed to investigate and address.

