

CATALINA FOOTHILLS UNIFIEDSCHOOL DISTRICT NO. 16		
	PROCEDURE 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 fund-raising request form to school administrator for prior approval	Student Fund-Raising Activity Request Form
School Administrator	Approve joint fund-raising 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 fund-raising activity to allow sufficient time for approval	
Superintendent's Office	Prepare governing board memo for student fund-raising requests	
After Governing Board Action - Superintendent's Office	Notify School Administrator of approval or non-approval of student fund-raising activity	
School Administrator or Designee	Notify FFO/Booster Club of Governing Board action	
FFO/Booster Club	After joint fund-raising activity present School Administrator with check for the students' percentage share of fund-raising proceeds	