

**TITLE: Fundraising / Donations Procedure**

**GENERAL DESCRIPTION:** This procedure applies to the process to secure funds through donation from any person and/or organization and/or fundraising.

**PRIMARY RESPONSIBILITY:** Superintendent

**REFERENCE OR AUTHORITY:** Policy IGDF

**PROCEDURAL STEPS:**

- I. Prior approval by principal and superintendent shall be obtained by employee or student seeking to raise funds. Students must be supervised by their advisor.
- II. Completed application for pre-approval for fundraising and supporting documents shall be forwarded to the principal for approval, and then to the superintendent for final approval.
- III. Once approved, the employee /student may seek funds /donations.
- IV. All funds or donations for athletics are subject to review under State & Federal Title IX Laws. This process may take up to two weeks.