



## Lake Orion Community Schools Fundraising Summary

The District recognizes that fundraising activities have the potential to help further a student's educational experience. In order to preserve the constructive aspect of fundraising activities, administrative approval will be based upon consideration of many factors including the merit of the activity and other ongoing fundraising activities within the school and the community at large.

### **What needs District approval?**

Fundraising, meeting one of the following criteria, must be approved:

1. Fundraising on school property or at a school-sponsored event
2. Fundraising off school property for a school or school-related organization where students are involved

#### **Examples of fundraisers that need approval:**

- a. Pizza kits
- b. Window decals
- c. Dining to donate events
- d. Free-throw shootouts
- e. Program advertising
- f. Camps
- g. Raffles (licensed raffles only). Once a raffle has been approved by the District, the Superintendent or a designee will sign the State application. Information about the license and conduct-ing raffles can be found at [www.michigan.gov/cg](http://www.michigan.gov/cg). A copy of the license must be submitted to the Business & Finance Office prior to the event.

#### **Examples of fundraisers that do not need approval:**

- a. Students are not involved in any way (including distributing information on event)
- b. Fundraiser is off school property where students are not involved
- c. Fundraiser is for the benefit of a LOCS program, but clearly sponsored by a non-school organization (i.e. football boosters, wrestling parents) where students are not involved

### **Procedures:**

Before moving forward with any fundraising, approval must be obtained.

- Electronic form is located on District website under Community then Fundraising and on the Staff Portal under Forms
- Form must be submitted at least three (3) weeks prior to the start of fundraising
- Approved or denied form will be returned to you via e-mail



The District will not approve the following:

- Door to door solicitation. This includes pre-notification of door-to-door "pick ups" such as bottles and cans.
- Bucket brigades (meaning standing at intersections collecting donations).
- Any activity that conflicts with LOCS Food Service (i.e. example no bagel sales during Food Service's sale of breakfast).
- Any activity that relates to gambling, including Texas Hold'em parties and Millionaire parties.

Flyers:

As noted on the Fundraising Request form, flyers must be submitted and approved prior to distribution. Flyers should be e-mailed to [mark.snyder@lok12.org](mailto:mark.snyder@lok12.org).

Final Report:

As noted on the Fundraising Request form, a Final Report form is due at the conclusion of the fundraising.

- Electronic form is located on District website under Resources, then Fundraising. They are also on the Staff Portal under Forms then Fundraising.
- Form must be submitted within ten (10) days of the conclusion of the fundraising.