



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

FUNDRAISING IN SCHOOLS | 6001.2

This memorandum outlines the requirements for fundraising within the schools independent of a school sanctioned fundraising event.

Official agreements on behalf of the District, contracts or forms of contracts obligating funds that are the responsibility of the District can only be entered into and executed by the Board or designee.

Contracts and agreements designed to establish terms for fundraising projects within specific schools, independent of a sanctioned District fundraising event, remain the responsibility of the signing individual, including participants in parent-teacher organizations, and shall not become an obligation of the Board or its representatives.

Contracts made with any suppliers for fundraising items are to be in writing and approved by the principal. The Disclaimer of Liability found on the Request for Fundraising Activity form (attached) must be signed by the supplier and the person in charge of the fundraising group. The principal should maintain a copy in the school files.

Questions about the information contained in this administrative memorandum should be directed to the Supervisor of Accounting.