

PASSAIC VALLEY REGIONAL HIGH SCHOOL

100 EAST MAIN STREET, LITTLE FALLS, NEW JERSEY 07424

Dr. Bracken Healy
Superintendent



Mr. Joseph Benvenuti
Director of Athletics

DATE OF SUBMISSION: _____

CLUB/GROUP/TEAM MAKING REQUEST: _____

CLUB/CLASS ADVISOR/COACH: _____

PROPOSAL BEING MADE (MUST BE IN SUFFICIENT DETAIL) _____

IN SCHOOL: _____ OUT OF SCHOOL: _____

PURPOSE OF FUND-RAISING ACTIVITY _____

DATE(S) OF PROPOSED FUNDRAISER: _____

SIGNATURE OF DIRECTOR OF ATHLETICS:

APPROVAL: _____ DATE: _____ DISAPPROVAL: _____

SIGNATURE OF SUPERINTENDENT:

APPROVAL: _____ DATE: _____ DISAPPROVAL: _____

APPROVAL OF BOARD OF EDUCATION:

REQUIRED _____ NOT REQUIRED _____

COMMENTS: _____

PROCEDURES FOR FUND RAISING ACTIVITIES

ALL fundraising activities involving Passaic Valley High School students **MUST BE CLEARED** administratively **BEFORE** any commitment is made to students, suppliers of products, salesmen, fund raising promotion persons from private enterprises or any other source, or before conducting cake sales or any other type of activity whereby items to be sold are through the donation of these items.

Anyone, coach, class or club advisor, student leaders and/or officers, or other persons who wish to conduct any type of fund raising activity through the sale of merchandise, promotion of any activity for which admission will be charges, solicitation of monies or materials in the form of contributions or donations, selling subscriptions, etc. **MUST FOLLOW EXPLICITLY THE GUIDELINES SET FORTH.**

STEP I:

The individual or group desiring to conduct a fund raising activity **MUST FIRST PRESENT** the proposal to Mr. Benvenuti. By using the appropriate form, the feasibility of the date(s) requested will be checked out as to conflicts with other activities, classes, programs, other fund raising and in the utilization of facilities.

STEP II:

After being satisfied that everything is in order and without conflict, Mr. Benvenuti will approve/disapprove the proposed fund raiser.

STEP IIIA:

If the proposal is approved by Mr. Benvenuti and if it further requires Board of Education approval, the proposal will be forwarded to the Superintendent for inclusion on the Board of Education Meeting Agenda.

STEP IIIB:

If the proposal is approved, and does not require Board approval, communication for the office of the of Athletic Director and Immediate Administrative Supervisor of the submitting individual or group will be forthcoming Mr. Benvenuti will provide a copy of the proposal to the Superintendent.

STEP IV:

If the proposal approved by Mr. Benvenuti and/or the board of Education requires purchase of any materials, supplies, services, etc. from any source-school or non-school-the ADVISOR MUST MAKE ALL ARRANGEMENTS FOR SAID PURCHASES.

STEP V:

The Advisor/Coach will keep an accurate and detailed ledger on the distribution, sale and money received for all items sold. A copy of all fiscal details will be provided to Mr. Benvenuti upon request.

NO supervisor, club or activity advisor, coach or any other or any other person or group will execute the signing of any contract, commitment or any other document before first having the verbiage, terms and conditions checked by the Board Attorney via the office of the Student Activities Coordinator;

FAILURE of any person(s) to follow these procedures explicitly shall be cause of total liability by the person(s) so involved and shall hold the Board of Education of any Administrative personnel of the Passaic Valley High School save harmless. Any financial or other obligation incurred shall be solely that of the person(s) so violating these procedures.

ALL MONIES COLLECTED AND/OR RECEIVED WILL BE DEPOSITED DAILY IN THE BUSINESS OFFICE BETWEEN 7:45-8:04 OR AFTER 2:32. NO MONIES WILL BE KEPT IN DESK DRAWERS, CASH BOXES, CABINETS, OR ON AN INDIVIDUAL PERSON OR IN ANY OTHER MANNER.

