

ICES FUNDRAISING PROCEDURE MANUAL

PARTNERS:



FUNDRAISING PROCEDURE

All forms located in the forms section of the online portal

Is my school site allowed to fundraise?

- ◆ Yes, each school site is allowed to fundraise outside of the mandatory fundraisers communicated to you by your Program Coordinator as long as it has been approved by your respective District, designated Administrator (Principal, etc.), and ICES Extended Day Program.

What are some ideas or ways to fundraise?

- ◆ A student store at your school site
- ◆ School events (Dances, Carnivals, etc.)
- ◆ Community events (Car washes, Restaurants, etc.)

Is our school site allowed to receive an advancement in order to begin a fundraiser?

- ◆ Yes, an advancement can be given at the time that your fundraising event or student store has been approved.
 - Please be advised that Site Director is responsible for the advancement along with all money that is being fundraised. If any money is unaccounted for, it will need to be repaid by the person responsible.

Am I able to use any cash fundraised for purchases?

- ◆ No, you may not use cash from fundraising unless you receive an approval via email from your Program Coordinator. If you purchase something without prior approval, you may be subject to pay the cost out of pocket and may not be reimbursed.

What stores are approved by ICES Education for purchases?

- ◆ Costco, Dollar Tree, Food 4 Less, Target, Northgate, Sam's Club, Superior, Wal-Mart, Smart & Final, and 99 Cents stores.
 - If any purchases are made at stores that have **not** been approved, the amount spent will not be reimbursed to the Site Director*

To whom do I turn in the money that I have fundraised for my school site?

- ◆ Fundraised money must be turned in to the ICES Main Office.
- ◆ An ICES Funds Verification Form must be completed when fundraising money is turned in.
- ◆ Your funds will be added to your school's budget.

When is fundraising money due?

- Any documentation and/or money for fundraising must be turned in to the ICES Main Office every last Friday of each month, no exceptions. As long as you are fundraising you are expected to turn in some sort of documentation on the last Friday of each month. For accounting requirements as dictated by the ASES and 21st Century grants.

How can money fundraised be used?

All money that is fundraised can be used in the following ways:

- Field Trips
- End of the month incentive celebrations
- End of the year celebration
- Any events which will benefit the students

Please make sure that you are pre-approved for all fundraising events by all necessary parties. Please contact your Program Coordinator in regards to any fundraising questions