



EASTPOINTE COMMUNITY SCHOOLS

Eastpointe Community Schools Fundraising Approval Process

ECS Board Policy, Article VI, Section 18 states:

Any fundraising projects carried on by a school organization shall require the approval of the Superintendent or building principal. All school-wide fundraising projects shall require the approval of the Superintendent. All fundraising projects shall be compatible with the District's purpose, goals, and general community expectations. The use of the name of the District (either directly or through inference/affiliation) or the Board shall not be used in any fundraising efforts or on any materials, notices or advertising unless the Superintendent's approval is received prior to such use.

In order to comply with this policy, the following fundraising approval process has been developed.

Individuals, groups, schools, or others wanting to fundraise for or using the name of the District, its schools, its clubs, its organizations, etc. must complete the [Fundraising Project Form](#) for approval **prior to beginning any fundraising effort**. This includes online fundraising like GoFundMe, Donors Choose, or other similar crowd-funding activities.

Procedure:

1. All fundraising efforts should begin with a discussion to determine appropriateness of the project, its alignment to building/district goals, etc. If the fundraising involves the purchase of technology it is critical to ensure that the devices are compatible with district access, filtering, support, etc. prior to completing the application.
2. Person leading the fundraising effort completes the [Fundraising Project Form](#) prior to beginning the project.
3. Completed form is given to the building principal for school related fundraising. For district-level fundraising projects, the form will be sent directly to the Superintendent's Office.
4. If the project is approved by the building principal, the form will be sent to the Superintendent's Office.
5. Final approval of the project will be determined and will be communicated to the fundraising lead and building principal. No fundraising will begin prior to obtaining formal confirmation of approval.
6. A record of all fundraising in the district will be maintained and accessible via our district website.