



Fundraiser Application Procedure (PUR-P418)

1.0 SCOPE:

- 1.1 This procedure describes the process of approving fundraising companies in the Purchasing Department of the Washoe County School District for use in the schools and/or departments.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer _____
Signature _____ Date _____
- 3.2 Purchasing Supervisor

4.0 DEFINITIONS:

- 4.1 CFO – Chief Financial Officer
- 4.2 WCSD – Washoe County School District
- 4.3 Tech – Technician
- 4.4 Supv. - Supervisor

5.0 PROCEDURE:

- 5.1 Fundraising companies must be approved in the Purchasing Department before schools can utilize a company for the purpose of raising money for school activities, supplies, equipment, etc.
- 5.2 Companies interested in becoming approved for fundraising in WCSD must complete the Fundraiser Application (PUR-F231) which can be downloaded from <http://www.washoe.k12.nv.us/district/departments/purchasing/fundraising>.
 - 5.2.1 Completed forms must be returned to the Purchasing Department's Program Technician and should be accompanied by the company's business license and insurance where applicable.
 - 5.2.2 References must be provided as requested on the Fundraiser Application. If no references are provided, the company will not be approved for fundraising in WCSD.
 - 5.2.3 Companies that do not provide a business license will not be approved for fundraising in WCSD.

Fundraiser Application Procedure (PUR-P418)

- 5.2.4 If a school wants to use a fundraising company that has not been approved by the Purchasing Department, the school shall refer the company to the Purchasing Department.
- 5.3 Companies interested in becoming approved for fundraising in WCSD must adhere to requirements as listed on the Fundraiser Application.
- 5.4 When a Fundraiser Application is received in the Purchasing Department, Program Technician will review the application and accompanying documentation for completeness and adherence to the requirements.
 - 5.4.1 If Program Technician determines that any information or document is missing, the supplier will be contacted by email or facsimile and advised of what is still needed in order to be approved.
 - 5.4.2 Once a company has been notified by email or facsimile of missing information or document(s), it is the responsibility of the company to ensure all information is supplied to the Purchasing Department.
 - 5.4.3 Program Technician will keep any Fundraiser Applications received in the "Fundraising" notebook. The approved applications should be separate from those not approved. Each section of the notebook (approved and not approved) should be filed alphabetically.
- 5.5 Once a company's application has been approved by the Purchasing Department, the company's name and contact information will be posted to the Purchasing Department's fundraising webpage at <http://www.washoe.k12.nv.us/district/departments/purchasing/fundraising>. Only those fundraising companies listed on this webpage are approved for use in WCSD.
- 5.6 If the Purchasing Department does not approve an application, the company will be notified that the application was not approved and the reason for not approving the application will be disclosed.
- 5.7 If a school principal wishes to make a complaint about an approved fundraising company, s/he will send a letter or email detailing specific information about the company, the fundraiser and all concerns s/he has to the Purchasing Supervisor.
 - 5.7.1 Program Technician will file a copy of the complaint behind the company's approved Fundraiser Application.
 - 5.7.2 Purchasing Supervisor or designee will research complaint including contacting the company being reviewed.
 - 5.7.2.1 Once research of the complaint is complete, Purchasing Supervisor, in conjunction with the principal filing the complaint and any other appropriate WCSD personnel, will make a determination as to whether the company should remain on the approved list of fundraising companies.
- 5.8 Program Technician will periodically make contact with approved fundraising companies to ensure companies are still active and to verify contact information.

Fundraiser Application Procedure (PUR-P418)

5.8.1 Companies that are no longer active or that cannot be contacted by telephone or email will be removed from the approved list of fundraising companies.

5.9 When a company is removed from the approved list of fundraising companies for any reason, Program Technician will note the reason a supplier is no longer on the approved list on the company's application and move it to the section of the "Fundraising" notebook for companies not approved in WCSD.

5.10 Supervisor's approval is always requested prior to disposition of any documentation.

6.0 ASSOCIATED DOCUMENTS:

6.1 Fundraiser Application (PUR-F231)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fundraiser Application	Program Tech's Notebook	Permanent	Discard as desired	Standard file cabinet in secured office
Complaints About Fundraisers	Program Tech's File	Permanent	Discard as desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/2/06	A	Initial Release
5/1/07	B	Added 5.7; updated Record Retention Table
4/28/11	C	Changed Title from "Fundraising" to Fundraiser". Revised the Scope 1.0. All of Section 5.1-5.10 has been revised, updated and re-numbered. Changed "Fundraising" to Fundraiser" in section 6.1 and 7.0.

* * * E n d o f p r o c e d u r e * * *