

## SOLVANG ELEMENTARY SCHOOL

### GUIDELINES FOR GRADE LEVEL FUNDRAISING

All grade level fundraising must be done under the umbrella of Solvang PTO.

**Fundraisers require a 2 step approval process. PTO must first approve the fundraiser and then the fundraiser must be approved by the Principal. Both these things must happen before the fundraiser occurs.**

**PTO Level:** Complete the fundraising request form and place in PTO box or contact PTO via email at: solvangpto@gmail.com. A vote will be taken at the next PTO meeting. If timing is critical an email vote can be requested. All fundraising requires a majority vote of the members and must not directly conflict with another fundraiser. Please plan appropriately to allow yourself enough time to have your approved item moved to the District level.

**District Level:** After approved by PTO, a PTO Board Member will get form to the Principal. Once the Principal has approved a fundraiser, the original form will be kept on file in his office and a copy will go back to the sponsoring organization.

All checks for fundraisers, grants and/or donations are payable to Solvang PTO and will be deposited by the PTO in the appropriate grade level account.

Fundraisers can occur for specific occasions/trips, i.e. Outdoor School or CIMI. The proceeds from those fundraisers are deposited in to the PTO account and then PTO will issue a donation check payable to the district for the specific trip.

All fundraising must be done for the benefit of the entire grade level. Classes may not raise funds for their own purpose. Groups of students may not raise funds for their own purpose. Money generated for a grade level through fundraising is divided equally among all students in the grade level participating in the event.