



Dave Thennis
Superintendent
Ext 5136

Stevensville Public Schools

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Christy McLaren
Clerk/Business Manager
Ext 5133

Fundraising Procedure

Please complete the steps below for fundraising preapproval.

- 1) Please complete the fundraising preapproval and submit it to the activities director/principal at least one week prior to starting the fundraiser. Please include any supplemental information.
- 2) If Stevensville School District facilities are required for this fundraiser, please complete a facilities-use-form to avoid any potential conflicts.
- 3) Summer fundraisers should be submitted to the District Office.

After Preapproval follow these Fundraising Procedures:

- 1) If start-up cash is required, please secure start up cash from the District Office.
- 2) Do not purchase items using start up cash.
- 3) All checks should be made payable to Stevensville Public Schools.
- 4) All funds raised must be counted and deposited with the Associated Students Clerk.
- 5) Please do not pay vendors/external organizations with cash. Payments should come from the District Office.
- 6) All teams/clubs are encouraged to conduct at least one fundraiser per year.
- 7) Coaches may not contact businesses, seek personal donations, or sponsorships of any kind.
- 8) Parents and community members may not donate in-kind items without the advance consent of the Activities Director to remain in compliance with Title IX regulations.



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Fundraising Preapproval

Date _____

Activity / Organization _____

Faculty / Staff Advisor _____

Does your club/activity have an activity account established in the District Office?

Yes

No

Fundraised money will be deposited into what account? _____

Description and purpose of the Fundraiser:



Date(s) of the fundraiser: _____

Student Representative Signature: _____

Principal/Activities Director Signature: _____

Superintendent Signature: _____

APPROVED

DENIED

DATE: _____