



## SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS

### FUNDRAISING / FEE COLLECTION REQUEST FORM

Date Submitted: \_\_\_\_\_ Individual Submitting Application: \_\_\_\_\_

Organizing Class / Club / Sport / Activity: \_\_\_\_\_

Beginning Date for fundraiser / fee collection: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Fee collection, dollars per student: \_\_\_\_\_ Date of event, if applicable: \_\_\_\_\_

Tangible purpose of Fundraiser / Fee Collection (field trip, clothing, donation, etc.): \_\_\_\_\_

Do you want the Fundraiser / Fee added to PaySchools for online payments? ☐ Yes ☐ No

#### For Fundraisers

Full description of fundraiser: \_\_\_\_\_

What is the monetary goal? \_\_\_\_\_

List the Target Audience? (Parents, Students, Extended Community) \_\_\_\_\_

Who will receive the funds raised? \_\_\_\_\_

If a donation, Tax Exempt EIN: \_\_\_\_\_

Is this an activity that requires licensing? (e.g. raffle sales) ☐ Yes ☐ No

Food served, sold, or given out as free, anywhere on school property, at any time during school hours,  
must not have sugar listed as the first ingredient

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Please complete this form for all collections of money, by school staff, advisors, and school-related groups. Submit form to the office of the School Principal / Supervisor / Director **at least 10 days prior** to the start of any fundraising / fee collection.

Once approved at the school / departmental level, send forms to the Business Office for final approval by the Business Administrator. A signed copy of this form will be returned to the school/department to serve as confirmation of approval.

If related to a sport, forms must be approved by the Athletic Director.



## SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS

### FUNDRAISING / FEE COLLECTION INSTRUCTIONS

*Any type of monetary collection, by staff, advisors, or school-related groups, requires an approved Fundraising / Fee Collection Form. Once the form is submitted to the office of the Principal / Supervisor, and approved, it should be sent to the Business Administrator for final approval. This form must be approved at least **10 days prior** to any fee collection. Please reach out to the Business Office with any questions.*

#### **Accepted Methods of Payment—Cash, Checks, PaySchools**

Although it is not the preferred method, cash is an accepted payment method for all fee collections, and must be properly documented. Lost money shall be replaced by the person responsible for securing the money.

#### **Check Collection**

- Checks should be made payable to: **Scotch Plains-Fanwood Board of Education (SPF-BOE)**
- Checks should be written in blue/black ink; any other color may be returned to be reissued
- Advisors should confirm checks are signed and dated correctly
- Checks over 14 days old must include a written reason for the delay, to be included with deposit
- Do not staple checks to each other, or the deposit slip

#### **PaySchools Payments**

All schools are eligible to use PaySchools for fee collection. To have a fee added to PaySchools, advisors should mark **yes** to the question: **Do you want the fundraiser or fee added to PaySchools for online payments?** After approval, the Business Office will add the fee to PaySchools, and email confirmation to the Advisor(s) noted on the form.

The **Organizing Class / Club / Sport / Activity** on the Fundraising Form indicates which Account or Club, etc., will receive the funds from PaySchools payments.

#### **Depositing of Funds—24 Hours**

Funds collected for a student activity shall be turned into the Principal / Supervisor's office **no later than 24 hours or the next available school day after collection**. Funds should then be sent to the Business Office within 24 hours.

#### **Deposit Forms**

When depositing funds to the office of the Principal / Supervisor, please utilize the Deposit Form to itemize cash, check, money order, etc., as well as the date that you received the funds, *not* the date that appears on the check.