

STUDENT FUNDRAISING PROCEDURES

The following procedures are to occur for any fundraising within the Hanover Community School Corporation:

- All fundraisers must receive approval. There are no exceptions.
- The person(s) requesting to do the fundraiser **MUST** check the fundraiser calendar first to make sure there are not multiple fundraisers going on at the same time.
- The calendar can be found at www.hanover.k12.in.us and is listed under “Fundraising” in the directory.
- The fundraiser form (5830 F 1) must be provided to the building administrator or Athletic Director for approval.
- Once approved, the form then goes to the Superintendent for final approval.
- After obtaining Superintendent approval, the fundraiser is posted on the District Fundraising Calendar.
- Forms 5830 F1 and 5831F3 (financial reporting) must be completed following a fundraiser and submitted to the building secretary or treasurer.
- They, in turn, will send copies to the Business Office for record keeping purposes.