

Guidelines for Senior Projects that Involve Fundraising Activities

Because schools operate under a strict set of accounting guidelines, any fundraiser that takes place at Eastlake must follow some strict rules.

Fundraisers that are part of senior projects must be attached to an outside group (a charity that has no connections to EHS, but does have non-profit status) or an existing Eastlake Club.

Fundraisers that are done for outside groups must not take place at Eastlake or use the Eastlake name.

Fundraisers that are done for or through existing Eastlake clubs must have all donations processed by Mrs. Friedrich, the school bookkeeper. The rules for these fundraisers are as follows:

1. In-kind donations (food, clothing, toys, books, etc.) can be given directly to the charity.
2. Coin drive proceeds should be taken to a CoinStar location, turned into cash, then the cash given to Mrs. Friedrich for deposit into the appropriate account. This should be done daily or weekly during the coin drive.
3. The anticipated fundraisers need to be written into each club's budget the previous spring for the funds to be accepted. Example: If a senior wants to raise \$5,000 for the debate team, that senior will need to have that \$5,000 written into the Debate's ASB budget the previous spring. If the senior raises \$4,500, then all of the money can be used. If the senior raises \$7,000, the extra \$2,000 must be returned.
4. Any fundraisers that take place at Eastlake must also follow the guidelines for using the EHS facilities that have been published separately. Please see the EHS Website (Senior Project page) for these guidelines.

If you have questions about how this applies to your anticipated fundraiser, please see Mrs. Friedrich, Ms. Nasby, or Mr. Bede.