

Atlanta International School CAS Fundraising Policy

Guidelines

All Atlanta International School individuals, groups, and teams wishing to conduct fundraising activities must receive prior approval for their project/event from the AIS Development Office, the CAS coordinator and a faculty advisor. The Development Office will calendar all planned fundraising activities and will include the event name, date and responsible party. Fundraising and marketing for events may not proceed until written approval from the Development Office has been received.

Any CAS group must go through the CAS Coordinator to become an approved CAS group prior to beginning any fundraising activity and financial accounts must be set up with the Business Office. After the event, all monies raised must be turned in directly to the Business Office within 24 hours of the fundraising activity. Primary and Middle school students may not handle any money to avoid risk of loss, theft or other potential problems.

All food must be prepared ahead of time and meet the standards of the school's Healthy Eating Initiative. Fast food and junk food items are prohibited. Student participation in any fundraising activity is strictly voluntary.

All CAS groups interested in conducting a fundraiser must go through the following process:

- **Get approval from the appropriate grade-level Head and faculty/staff sponsor** to ensure that the activity does not interfere with the educational process.
- **Check the official school calendar** carefully for potential conflicts before attempting to schedule a fund raiser.
- **Submit a Fundraising Permit Application the CAS Coordinator after receiving approval from the faculty or adult sponsor **no later than 2 weeks (14 calendar days) prior to the time of the proposed event.** *If the fundraiser involves selling food during school hours, the group must also get approval from the Cafeteria General Manager***
- **Submit the Permit Application to Cassie Havel, Development Assistant** in the Development Office for signature and certificate of approval to ensure the activity does not interfere with the main fundraising events of the school: The Capital Campaign, Annual Fund, Golf Tournament or Spring Benefit.

About the Fundraising Permit Application:

- **The CAS coordinator will approve or deny the request**, in consultation with the Development Office, as well as the involved Heads of Year or the Heads of Middle and Upper Schools, if necessary.
- **All applications will receive a response within 3 school days.**

- **In the event that more than one CAS group desires to hold the same type of fund raiser, or wishes to conduct a fund raiser at approximately the same time period, the CAS group submitting the Proposal Form the earliest will take precedence.**