



District Requirements for Accepting Payments

For Student Activities, Fundraising, Events, & Sales

APPROVAL IS REQUIRED

Administrative approval is required before any funds can be collected. Approval requests are submitted online on SuccessFund. You may send your request to your campus Secretary.

APPROVED WAYS TO COLLECT MONEY:

The following are the **only** approved ways to accept payments:

1. **SuccessFund** is the district approved fundraising platform and can be used to accept in person and online payments including credit cards, Venmo*, ApplePay, etc. (**This is the only approved way to accept Venmo payments*)
2. **Cash & Check** collection is an option, but the sponsor must use the appropriate *duplicate copy receipt book(s)* and cash and checks must be turned into the campus office daily and secured. Sponsors will be held responsible for any lost or misplaced money during the fundraiser.
3. **Certain Approved Vendors** can accept payments on behalf of the school if approved during the approval process.

NON-APPROVED WAYS TO COLLECT MONEY:

1. **Personal Apps** that send and receive funds into a personal account of any kind are prohibited (including any personal or team Venmo, Zelle, or CashApp accounts)
2. **Cashing Personal Checks or Storing Cash** violates policy. Collecting checks payable to someone other than the school is not appropriate.
3. **Reimbursing expenses or spending** from funds that have not yet been deposited is prohibited.
4. **Unapproved Vendors** that provide a service or sell items or goods that have not been approved by administrators may not be used.

| APPROVED | NOT APPROVED |
|---|---|
| Using SuccessFund to accept payments in person or online (including Venmo.) | Accepting payments to a personal account (CashApp, Zelle, Venmo, etc.) to later turn into the school. |
| Turning in cash and checks made out to the school to the campus office the day they are received. | Taking funds home or storing in desks, unlocked filing cabinets, etc. Holding funds for several days until the end of the fundraiser. |
| Getting administrator approval to use an outside vendor who sends money directly to the school or writes a check to the booster club. | Using outside vendors or selling goods not approved by administrators. |

Mishandling of funds carries severe consequences for the district, the school, and the individual.

Following these practices will help protect you and our community. Thank you for ensuring our schools stay in compliance with important district policies, state regulations, and legal requirements.