

Fort Bend ISD Fundraiser Request/Approval System
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Fundraisers

Fort Bend ISD requires that all fundraisers be reviewed and approved by the principal and assistant superintendent before being held. This allows the district to be sure that all appropriate laws and policies are followed and helps protect the district, clubs, and organizers from potential problems and scheduling conflicts.

A fundraiser should not begin before final approval (from the assistant superintendent) is given.

The submitter will receive a confirming email when the fundraiser is approved.

The details of the fundraiser request will remain online and may be reviewed and reprinted at a later date.

If you have questions about the process, ask at your campus.

Parent Organizations established in Fort Bend ISD are required to have their fundraisers reviewed and approved by the principal and assistant superintendent before being held. This allows the district to be sure that all appropriate laws and policies are followed and helps protect the district, clubs, and organizers from potential problems and scheduling conflicts.

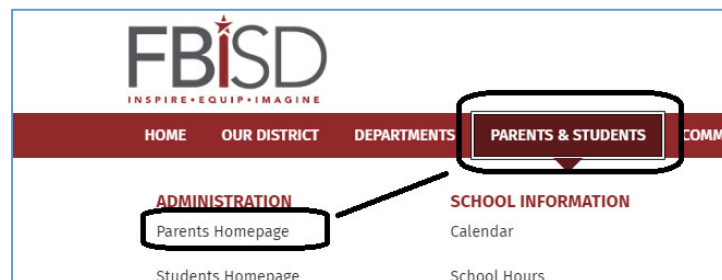
Campus and Student Activity Funds are deposited by school staff into the District or school's bank account and are controlled by the school, under the direction of a staff sponsor and the principal. Campus Activity Funds are schoolwide funds such as "General", "Library" and "Yearbook". Student Activity Funds are student clubs and the faculty fund.

FYI...

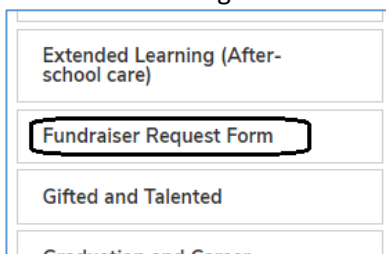
Parent Organizations are PTOs, PTAs, booster clubs, and other parent organizations which are established to promote school programs or complement student groups or activities. Even though a parent organization/booster club works very closely with the District, it is a **separate entity** from the District. The funds raised by the organization are deposited into the parent organization's bank account and are controlled by its officers.

Direct link is: <https://fundraisers.fortbendisd.com/>

Or access the fundraiser request system from the Fort Bend ISD website. www.fortbendisd.com
 Choose the "Parents" tab.



Then see link along left side:



Register:

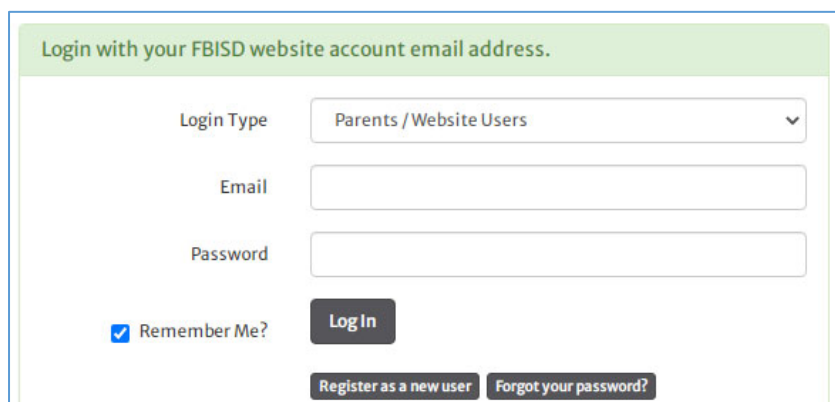
First time users will register.

Users with a pre- 12/09/2020 user id login will also need to register.

1. Provide your Email address;
2. Choose a password (must be at least 6 characters with at least one Upper Case Letter, one Lower Case Letter, one digit, and one special character
3. Confirm Password
4. Provide your phone number, first name and last name
5. A confirmation email will be sent to your email address for you to complete the registration process

Log in:

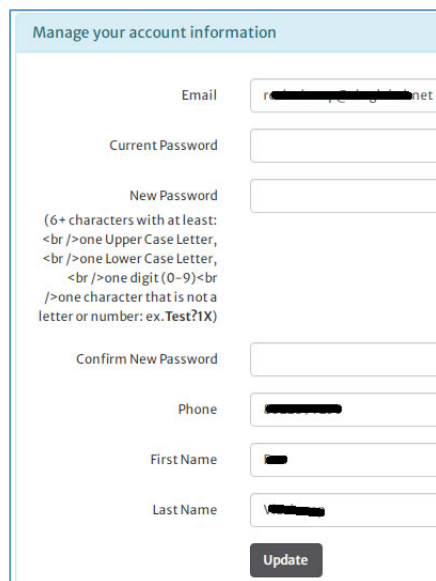
Parent organization reps: be sure to choose the correct “Login Type” as shown below.



The login form is titled "Login with your FBISD website account email address." It features a "Login Type" dropdown menu set to "Parents / Website Users". Below this are input fields for "Email" and "Password". A "Remember Me?" checkbox is checked. The form includes a "Log In" button, a "Register as a new user" link, and a "Forgot your password?" link.

If you want to change your password:

Click on your name at the top-right of your screen



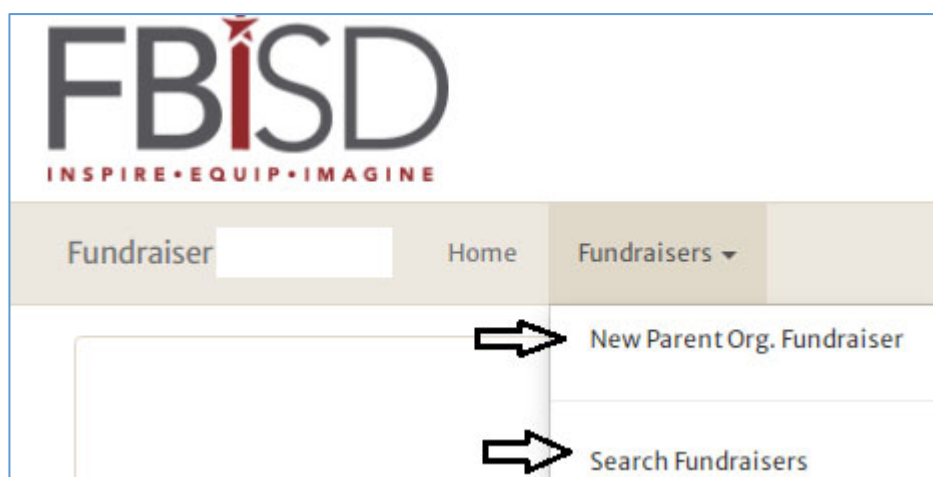
The "Manage your account information" form contains fields for "Email", "Current Password", "New Password", "Confirm New Password", "Phone", "First Name", and "Last Name". The "New Password" field has a detailed instruction: "(6+ characters with at least:
one Upper Case Letter,
one Lower Case Letter,
one digit (0-9)
one character that is not a letter or number: ex. Test?1X)". An "Update" button is at the bottom right.



The fundraiser request process is as follows:

1. In the menu, choose Fundraisers/New Fundraiser Request to begin a new fundraiser request or Fundraisers/Search to retrieve one that you have previously saved.
2. Save to finish later if you do not have all the required information ready.
3. Click "Submit for Approval" and an email will be sent to the principal for his/her review (it will be approved or denied, or you may be contacted with a request to modify or add additional information). Once submitted, you will be unable to edit the request. (If you ever need to make edits, ask for the status to be changed back to "not submitted.")
4. Once approved by the principal, the Assistant Superintendent will be notified for his/her review and approval. (If food is to be sold or served on campus during the school day it will go to Child Nutrition first.) The school day is defined as the midnight before to 30 minutes after the end of the school day.
5. Once all approvals are given, you will be notified by email and you may proceed with the fundraiser.

Choose "New" or "Search" at the "Fundraisers" dropdown



A. New fundraiser request:

Choose your school from the dropdown, then see the pre-loaded organization names. If yours is not listed, choose "Other" and you will be able to provide your organization name at the next field.

A screenshot of a dropdown menu for selecting an organization. The top dropdown shows '043-Sugar Land Middle School'. Below it, another dropdown is open, displaying a list of organizations: 'Please Select a Organization' (highlighted in blue), 'PTA', 'SLMS PTO', and 'Other'.

Tell us some useful detailed information

1. Fundraiser name: give it a useful name
2. Dates to/from: be specific
3. Proposed location: be specific
4. Estimated profit (range): your best guess
5. Proposed use of funds: why are you needing to raise this money?
6. Vendor name:
7. Provide a detailed description of proposed activity. If sales, include examples of per - unit pricing and cost. Attach a budget(below) and any information or forms that would be useful to the approval process:);
8. Do you need to reserve space at campus? (For scheduling, and may involve a cost.)
(Note: we provide a link where you can get more information)
9. Will food be sold or served on campus during the school day (The school day is defined as the midnight before to 30 minutes after the end of the school day)
If yes, you will provide useful information for our Child Nutrition Department. Questions? Contact Child Nutrition.)

(Note, you must save your screen now before proceeding.)

Upload some informative materials (brochures, vendor forms, literature, budget worksheet)

Tell us about yourself, and any backup individuals

Then..... you may save it for later, or submit for approval

Save for Later

Submit for Approval

Once submitted, you will be unable to make edits, but you can ask the approver to request for you to resubmit with changes. (See later in this document.)

You may save to come back and finish the request.

When ready, you will Submit for Approval

(When submitted, it goes to the principal, who will review it and then either 1) send it to the Assistant Supt. for approval, 2) send it back to you for more information, or 3) deny the request.

Important notes:

Food sold or served on campus during the school day (The school day is defined as the midnight before to 30 minutes after the end of the school day)Served or Distributed on Campus

If you have questions about this section, please phone Child Nutrition at 281-634-1855

Be prepared for this:

Choose one of the following:

☒ Food Items purchased from outside vendor ☐ Food Items purchased from Child Nutrition Dept ☐ Catered Event (company stays on site during event)

Purchased from (business name):*

Or this:

Choose one of the following:

☐ Food Items purchased from outside vendor ☐ Food Items purchased from Child Nutrition Dept ☒ Catered Event (company stays on site during event)

Company Name:*

Caterer's Health Permit Number:*

Permit Expiration Date:*

Or this:

Choose one of the following:

☐ Food Items purchased from outside vendor ☒ Food Items purchased from Child Nutrition Dept ☐ Catered Event (company stays on site during event)

(Must be ordered ten (10) days in advance.)

You will also asked to provide information about service sizes and dates/times.

You will be asked to attach and upload nutrition facts labels.

Products / Actual Serving Size:

You must provide the actual serving size that you will be distributing for each item.

Product name..	Serving size..	Serving date..	Serving time..	Add
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Nutrition Facts Labels and Ingredient Lists must be provided by the vendor/manufacture.

Upload Nutrition Label Pictures (jpg, MS Word, pdf, etc.): You must include legible pictures of the entire nutrition facts label for each item you are distributing.

Attached Nutrition Label Pictures(Please make sure the pictures are good quality with legible text):

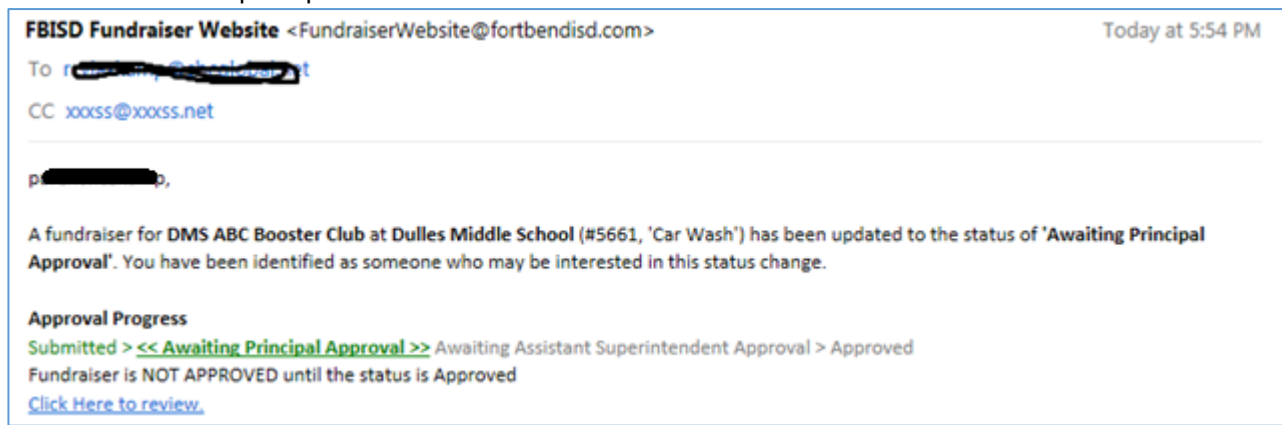
No file chosen

(Max size = 2 MB)

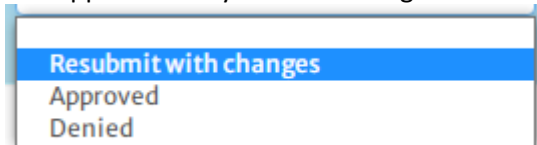
If you have questions about this section, please phone Child Nutrition at 281-634-1855

What Happens When you Submit:

You and the school principal will receive an email like this:



The approvers may choose among the following, and you will be notified:



[When you have submitted the fundraiser request you will not be able to make any edits. If you need to make edits, request that it be “resubmitted with changes” sent back to you by having the person who has it at their stage]

Final Approval is given by the assistant superintendent.

If the principal approves your fundraiser, he/she will send it to the assistant superintendent (or to Child Nutrition first if it involves food).

If anyone needs you to revise anything, he/she will ask you to “resubmit with changes.”

A fundraiser may also be denied, at which point it cannot be edited.

At each approval step along the way (including the final word), you will receive email notices.

B: To continue or to review a fundraiser request: “Search Fundraisers.”

You will be able to see the fundraiser requests that your username and permission level allow.

Be aware that there is a filter for school year, so 2019-20, 2020-21 and 2021-22 will be presented at different searches.

From this screen you can see the current status of the request, and you can click anywhere on the line to view it and make changes (and then Submit) if you are allowed to do that.

Good luck and have a great year.