

# Midway Independent School District

Suzi Pagel, Director of Corporate & Community Development  
13885 Woodway Drive | Woodway, Texas 76712  
www.MidwayISD.org



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## DISTRICT-WIDE/CAMPUS-WIDE/CLUB FUNDRAISERS (External Fundraising)

Campuses may conduct fundraisers and collections to benefit charitable organizations provided that

1. The beneficiary of the fund raiser is an IRS- designated 501(c)3 nonprofit organization or governmental entity. (For example, donations to MISD Hunger Free, a JDRF Jump Rope fundraiser, or water collection for first responders)
2. Fundraising activity has been approved by Principal, who will forward the information to the Superintendent or their designee for approval.
3. Elementary campuses may host only one charitable fundraiser at a time.
4. No outside organizations may solicit contributions of any type from students within the schools. According to Local Policy: Gifts and solicitations FJ (LOCAL)

## DONATIONS TO INDIVIDUALS OR FAMILIES IN CRISIS (Internal Fundraising)

From time to time, individuals, with the best of intentions, wish to collect funds for causes or individuals from other staff members. Please bear in mind the following when collecting funds campus-wide:

1. Collections will be limited to those that benefit District employees and immediate families or District students and immediate families.
2. Individuals wishing to collect contributions must have approval of Principal or Supervisor, who will forward the information to the Superintendent or their designee for approval.
3. Collections may be promoted and collected for up to three days. Donations may not be solicited or collected during instructional hours. According to Local Policy: Gifts and solicitations FJ (LOCAL)
4. Donors must be notified that contributions to such a fund are not tax deductible.
5. Collections must be made under the direct supervision of the principal, supervisor, or their designee. At the end of the collection day, two employees designated by the principal or supervisor will count the funds and document the results and process for donation delivery to the Director of Development via email.
6. Posting of flyers and advertisements promoting benefit fundraising events, etc. may be approved by the campus principal or supervisor, but should be limited only to break areas or mailrooms. Flyers bearing the name of bars should not be posted at all, regardless of cause.
7. Donation receptacles should NOT be left in lounges, mail rooms or unsupervised areas. **Cash collections are discouraged** as there is no way to assure that donations reach their intended destination. When possible, payments should be made by check directly to a nonprofit organization or specific fund housed in a bank. Credit card donations should be made at the nonprofit agency's web site.

These guidelines do not apply to campus-wide benevolence funds. For questions or assistance, please contact Suzi Pagel, Director of Corporate & Community Development.