

**GUIDELINE REQUEST FOR USE OF  
NON-EDUCATIONAL FUNDRAISER FUNDS (ISA-F022)**

Requesting School: \_\_\_\_\_ Committee Contact: \_\_\_\_\_  
Request Date: \_\_\_\_\_ For School Year: \_\_\_\_\_

**COMMITTEE GUIDELINES**

1. Bereavement Support:

\_\_\_\_\_

2. Retirement / Award Recognition:

\_\_\_\_\_

3. Employee Morale:

\_\_\_\_\_

4. Banquets:

\_\_\_\_\_

5. Weddings:

\_\_\_\_\_

6. Births / Adoptions:

\_\_\_\_\_

7. Students or Students' families who experience a loss such as a house fire, death of a parent, major illness, etc.

\_\_\_\_\_

As a reminder ISA Funds cannot be used to purchase gift cards to give to employee unless the donor specifically states that is the purpose of the donation. If a donated gift card/certificate is given to CMCSS or a school for their use, and CMCSS or the school gives a gift card/certificate to an employee for other than school use, the gift card would be reportable taxable income by CMCSS. (See Gift Card Policy BUS-A008 and associated documents.) Gift cards for personal use that are given directly to the employee from the donor is not considered reportable taxable income.

**LIST COMMITTEE MEMBERS BELOW:**

_____	_____
_____	_____
_____	_____
_____	_____

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CFO or Designee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_