



New Hanover County Schools  
*Reach, Equip, Achieve*

## **School Sponsored Fundraising Guidelines**



## School Sponsored Fundraising

The following is intended to establish guidelines by which fund-raising activities that enhance the educational opportunities and environment may be conducted. The fundraising that is performed in the schools is considered “school sponsored” and is supervised by teachers who act as advisors. This is not fundraising by parent support organizations.

“School Sponsored” means that the principal has approved the fundraising activity and that a teacher is an advisor or responsible for each fundraiser.

The following is a brief overview:

1. The principal is responsible for training staff on proper accounting and fundraising procedures. Fundraising cannot begin without principal approval using the *Fundraising Request, Form 70-70* which can be found under the Employee Tab on the NHCS webpage.
2. The principal should set an annual calendar at their school of all fundraising activity so that a coordinated effort can be formed between staff and teachers.
3. Contact the school treasurer so that the treasurer can issue a receipt book and provide support and assistance for all accounting procedures.
4. A separate bank account **cannot** be opened for a “school sponsored fundraiser”. All money must go through the school treasurer and the school accounts called “School Funds”. [BOE policy 3350](#)
5. Each advisor must abide by all NHCS Board Polices especially 8550, 8540 and 8560.

School Sponsored Fund Raising Activities- [BOE policy 8550](#)  
School Sponsored Clubs and Student Activity Fees- [BOE policy 8560](#)  
Student Organizations- [BOE policy 8570](#)

6. All applicable sales tax laws must be followed.
  - Certificate of Resale (exemption) forms may be used, but only with consultation with the school treasurer for proper use of the form.
7. No items can be purchased from cash; all items must be purchased using a School Funds check.
8. Staff can only be paid through the NHCS Central Office payroll system not through School Funds.
9. Any checks that are collected through fundraising that are returned will be charged against the fundraising line item in School Funds.

10. All money should be deposited with the school treasurer daily or the next business day. [BOE policy 3350](#)
11. Two employees should handle all money to provide for a good check and balance system and all school receipting procedures apply.
12. For detailed fundraising procedures, please see *The Treasurer's Manual Section VII, Financial Procedures for Fundraising in the School*: [Treasurer's Manual](#).
13. Occasionally, a Facility Use contract may need to be completed. Please refer to the Facility Use procedures to see if they apply. <http://www.nhcs.net/publicrelations/facilityuse.htm>
14. The principal, treasurer and staff member should meet and go over the specific fundraising event. Below is a list of suggested questions for discussion prior to the principal approval:

**Fundraising Questions:**

- a. Is a change fund needed?
- b. Has a profit analysis been performed?
- c. Have internal controls been established to secure the cash or product?
- d. Who will handle the money and receipts?
- e. If there is inventory, who will be in control of the inventory?
- f. How will sales tax be handled when items are sold?
- g. Will a raffle be held?
- h. Will food be sold?
- i. Will you be charging admission to the event and need tickets?
- j. Is this money going to the school or a non-profit entity?
- k. Is this a camp?
- l. Will a Facility Use contract and payment be needed?