



**THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA, FINANCE DEPARTMENT PROCEDURES MANUAL**  
**CHAPTER 7.00 - BUSINESS SERVICES**  
**POLICY 7.40 - FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES**

POLICY:

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

- (1) Money derived from any school fund-raising project or activity shall be deposited in the school's internal fund account and shall be disbursed as prescribed by School Board rules and State Board of Education rules.
- (2) Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.
- (3) The determination of the fund-raising projects within all schools shall be kept within a reasonable limit.
  - (a) Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.
  - (b) A written request for fund-raising projects and activities shall be submitted by the principal to the Superintendent or designee for approval.
  - (c) Merchandising projects shall be kept to a minimum.
- (4) A parent-teacher association or any other organizations connection with the school may sponsor fund-raising activities provided school work and time are not adversely affected. Such activities shall be conducted in accordance with School Board rules. Unlawful activity shall be prohibited by any school group or on School Board property.
- (5) A student shall not sell tickets on the school grounds during the school day. Students may not sell any other item on the school grounds without first having the principal's approval.
- (6) Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the money shall require the Superintendent or designee's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation activity only when funds cannot be raised otherwise. This Rule does not preclude private or volunteer contributions for athletic or other purposes.
- (7) Food and beverage services which are available to students shall be provided only during the school day by the food and nutrition service program. Provided, however, school organizations approved by the School Board shall be permitted to sell food and beverage items to students in secondary schools even though the sale of such items is in competition with the food and nutrition service program.
  - (a) School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period in secondary schools.
  - (b) Food sold by school organizations shall comply with the provisions of State Board of Education rules.
- (8) Meals and other food items may be sold by the commercial foods and culinary arts program if they relate to the student's instructional program. Prices shall be determined by the cost of the materials. Receipts from these sales shall be considered as customer income.
- (9) Student-produced items such as floral arrangements or services such as blood pressure checks may be sold occasionally to teach marketing skills and to allow for additional space for classroom and shop instruction. Appropriate District forms shall be completed and approved by the Vocational-Technical Center Director, principal, or designee prior to the sale.
- (10) Students shall be permitted to collect money for product sales in program areas (i.e., commercial foods, culinary arts, and marketing education programs) when handling money, making change, writing guest checks, and encouraging good customer relations are components of the instructional program.

Sponsor's signature of acknowledgement \_\_\_\_\_