

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

GUIDELINES FOR FUND RAISERS

PHILOSOPHY OF A FUND RAISER

A fund raiser should provide a service to the student in the activity or should aid in the improvement of the activity in the future. While all students and families are encouraged to participate and support the fundraising efforts of the District, Booster Clubs, Parent Teacher Organizations, etc., no student or family shall be required to participate or provide a "buyout" for any fund raiser.

DEFINITION OF A FUND RAISER

A fund raiser is defined as an activity that directly solicits monies from the community by selling a product, advertisement, tickets, or services over the phone, by mail, by E-mail, and/or door to door. Activities that are not considered fund raisers include the following:

- Concession stands at athletic events
- Concession stands at the Lampeter Fair
- Dinners and other events where persons could participate if interested, i.e., no advance ticket sales
- Selling of spirit wear at athletic events
- Athletic-related camps and tournaments where no profit is realized
- Advertisements for event programs

The types of fund raisers, i.e. pizza, subs, candy, etc., used by various organizations and the timing of the fund raiser will be regulated so that organizations will not conduct similar types of fund raisers at the same time.

When considering a fund raiser for an organization, any type that is incongruent with school district philosophy will not be permitted. (Examples: gambling games, lotteries, raffles, etc.) The following will be permitted off-site for organizations obtaining the appropriate licensing to run such events:

- Bingo – with non-cash prizes
- 50/50 Raffles – as a component of another fundraising event (examples: non-cash bingo, golf tournament, etc.)

Documentation of licensing must be provided to the District Fund Raiser Coordinator.

QUALIFICATIONS FOR A FUND RAISER

Prior to conducting a fund raiser, an organization must place on file with the District Fund Raiser Coordinator a copy of the following:

1. A constitution and by-laws.
2. Names, addresses, and telephone numbers of officers.
3. Annual budget for a fiscal year of July 1 - June 30, including organization's name and date submitted, and supporting financial documentation.

NUMBER OF FUND RAISERS

An organization is permitted one fund raiser per school year. If the organization has a booster club, the fund raiser should be coordinated between the organization and the booster club. Therefore, the organization should carefully plan its fund raiser in order to meet the needs of its proposed budget. By limiting the number of fund raisers permitted within an organization, the responsibility placed on the students and the community to raise funds for student and related parent/booster clubs is reduced. Organizations that violate the one-fund-raiser-per-school-year rule will be referred to the Board of School Directors for an appropriate response to the respective organization.

A second fund raiser will be considered if an emergency situation arises and additional funds are necessary. Final approval will be given at the discretion of the District Fund Raiser Coordinator after consultation with the respective administrator and the Superintendent.

LENGTH OF FUND RAISER

A fund raiser will be eight (8) days in length including one (1) weekend. If an organization is approved for a second fund raiser due to an existing emergency, the fund raiser will be five (5) days in length including one (1) weekend. Exceptions to this practice may be made by the District Fund Raiser Coordinator with appropriate cause.

ESTABLISHMENT OF A CALENDAR FOR FUND RAISERS

To have a successful fund raiser, an organization needs to plan in advance the time of year and type of fund raiser that will best meet the needs of the club.

A newly approved organization will be fitted into the remaining available time slots.

PROCEDURES FOR REQUESTING A FUND RAISER

1. File a copy of a constitution and by-laws.
2. File a copy of an annual budget.
3. Submit duplicate copies of the Fund Raiser Request Form for approval to the District Fund Raiser Coordinator

The District Fund Raiser Coordinator will then:

1. Review the Fund Raiser Request Form to alleviate similar types of fund raisers being held at the same time.
2. Record the dates of fund raisers to avoid duplication and overlapping of fund raisers.
3. Return copy of approved form to organization; keeping the original on file.

The final report of the fund raiser needs to be submitted to the District Fund Raiser Coordinator within two weeks following the completion of the event. The District Fund Raiser Coordinator will review all fund raiser reports and determine compliance with the fund raiser guidelines.

**Approved by Board of School Directors 12/05/16
Supersedes Procedure Dated 11/08/16, 02/01/10, 05/04/09 and 05/04/98**