

Board Policy #: 013

Adopted/Ratified: July 2009

Revision Date: April 22, 2015

## **BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL**

### **FUNDRAISING POLICY**

#### **Board Policy #**

Birmingham Community Charter High School (“BCCHS”) recognizes a desire and a need for fundraising. BCCHS also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public. Additionally, the sale of food and beverages as a method of fundraising present unique issues that impact the health and well-being of BCCHS students and can negatively impact BCCHS’ participation in the National School Lunch Program. BCCHS’ Board of Directors has the responsibility to monitor, supervise and control all fundraising activities on campus and associated with official school programs and activities.

#### **PRIOR APPROVAL:**

All fundraising activity must have prior approval written approval from the Activity Director. No later than the end of the school year, a fundraising plan for the next school year must be submitted to the Assistant Principal in charge of Activities for review and approval of the Board of Directors. For fundraising activities that were not encompassed within a school groups fundraising plan, a Fundraising Activity Request Form must be submitted to the Activity Director no later than four weeks in advance of the proposed fundraising activity.

#### **AUTHORIZED FUNDRAISING GROUPS:**

Only officially recognized school groups recognized by BCCHS may conduct fundraising activities on campus and associated with official school programs and activities. These school groups include student and parent groups. In order to eligible to conduct fundraising activities on the BCCHS campus, all non-student groups must be legally organized for public and charitable purposes and recognized as tax-exempt by the Internal Revenue Service. Individuals including, but not limited to, individual employees and students, are not permitted to fundraise on the BCCHS campus.

#### **FUNDRAISING ACTIVITIES:**

- All fundraising events must be supervised by a BCCHS employee.
- A school group may not hold more than six (6) fundraising events per year on campus.

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- Within 7 days of the completion of the fundraising event a fundraising report shall be provided to the ASB Accounts Clerk. The fundraising report shall contain:
  - a) The name of the organization.
  - b) The date of the fundraising event.
  - c) A description of the fundraising event.
  - d) The expenses incurred by the organization and a copy of the receipts for the fundraising event.
  - e) The amount of funds raised by the event.
- All fundraising money shall be remitted to BCCHS no later than 7 days after the completion of the fundraising event and will be deposited by BCCHS in an account designated for the school group.
- Fundraising money will be disbursed to the authorized representative of a school group after submission to and approval by the Assistant Principal in charge of Activities of a disbursement request. The disbursement request shall contain:
  - a) The name of the organization.
  - b) The date of the disbursement request.
  - c) The amount of the disbursement request.
  - d) A description of the purpose of the disbursement request.
  - e) Supporting documentation, including invoices and estimates.
- No later than the end of the school year, a fundraising plan for the next school year must be submitted to the Assistant Principal in charge of Activities for Board of Director review and approval.
- The BCCHS' tax identification number shall not be used by a school group for fundraising or any other purpose.
- All fundraising monies will follow and comply with accepted accounting procedures.
- Sale of Food and Beverages:
  - The sale of food and beverages occurring on the BBCHS campus one hour prior to the start of school and one hour after school ends must comply with BCCHS' School Wellness Policy and shall not include foods of minimal nutritional value as defined in applicable federal regulations.

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- The sale of food and beverages should occur after the lunch meal period so as to not interfere with the BCCHS lunch program.
- Food and beverages may not be sold during class periods.
- Food and beverage items sold on the BBCHS campus one hour prior to the start of school and one hour after school ends cannot be those that are sold by BCCHS in the food service program.
- No home baked goods are permitted to be sold on campus.

Adopted:

Amended: