

SUPERINTENDENT’S REGULATION 2-5.4 FUNDRAISING BY STUDENTS

Background:

Fundraising activities are an excellent way to provide additional support to PCPS’s instructional programs. They can also serve as teaching tools for our students.

PCPS groups fundraising activities in four categories:

1. Fundraisers that Benefit a Specific School

School principals approve school fundraisers. A school representative must complete the Approval of School Fundraiser Form.

2. Fundraisers that Benefit a Specific Club or Organization Within a School

School principals approve school fundraisers. A school representative must complete the Approval of School Fundraiser Form.

3. Fundraisers that Benefit the Division as a Whole

The Superintendent or designee approves fundraisers benefiting the entire division.

4. Fundraisers that Benefit the Community or Outside Organization

The Superintendent or designee approves fundraisers benefiting the community or outside organizations. Examples might include Relay for Life, benefit for the troops, benefit for the Red Cross or families impacted by natural disaster, etc.

School Fundraising Plan:

Schools are to establish a fundraising plan/calendar at the beginning of the year and submit this plan/calendar to the Superintendent’s office. Such planning by the school in conjunction with other organizations supporting the school should allow the following:

- (a) Overlap of projects or over-involvement of the same group of students to be eliminated
- (b) Financial impact on students, parents and community to be minimized

Process/Procedures:

Fundraising activities will be governed by these regulations:

Proposals for any fundraising activities involving the school and/or student must be submitted in writing to the Principal for prior approval on the Approval of School Fundraiser Form (Attachment A). This requirement applies to all students and groups within the school and for activities that take place either during or outside of the school day.

Primary and Elementary School: No door-to-door or direct sales, except for direct parental or adult involvement. Other fund raising activities will be left to the discretion and prudent judgment of the school principal.

Middle School and High School: Fund-raising activities include internal and external fund-raising activities. School clubs and organizations may participate in no more than one (1) fundraising activity involving direct door-to-door solicitation or sales per year. Exceptions may be granted with principal and superintendent approval. This does not preclude the club or organization from participating in fundraising activities that bring parents and the community to the school for things such as a spaghetti dinner or providing a service such as a car wash.

Fundraising activities shall not occur during instructional time. Student groups may fundraise before or after school and during lunch periods.

The selling of raffle tickets and other fundraisers based on chance, except for bingo games, are allowed but prior approval must be obtained by the principal.

Fundraising is a voluntary activity and students shall not be pressured to participate.

All money derived from fundraising will be expended for the benefit of those students who have been responsible for the accumulation of such funds, for the community organization or outside event funds for which funds were specifically raised, or the student body in general.

Fundraising Involving the Sale of Food and Beverages

The sale of food and beverages are governed by the regulations of the U.S. Department of Agriculture (USDA) and Virginia Department of Education. Each school shall be permitted to conduct no more than 30 school-sponsored fundraisers per school year that includes the sale of any type of food during the regular school day that do not meet the nutrition standards established by the USDA. However, any fundraiser that sells food or beverages will not be permitted from 6:00 a.m. until after the close of the last breakfast period and from the beginning of the first lunch period to the end of the last lunch period. It should be noted that the 30 fundraisers include those done by student clubs and those sponsored by faculty members for charitable purposes.

One fundraiser is defined as one or more fundraising activities that last one school day. If multiple school-sponsored organizations conduct fundraisers on the same day, the combined activities shall be counted as one fundraiser.

For clarification purposes, the school day is defined as midnight the day of, to ½ hour after the last bell.

Any questions regarding the sale of food and beverages should be directed to the Executive Director of Operations.

Support Groups and Organizations

Support groups such as the band booster club and PTA/PTO are not school organizations; however, since they are perceived as extensions of the School Division, they shall follow the guidelines for fundraising as stated in this regulation.

Date Issued/Reissued: August 12, 2015 / February 7, 2018

Attachments/Links: [Attachment A, Approval of School Fundraiser Form](#)

Legal Reference (if applicable): Code of Virginia § 22.1-207.4
8VAC20-580-60, 8VAC20-290-10, and 8VAC20-740-35

Approval: Jennifer B. Parish, Ed.D., Superintendent