

Bristol Warren Regional School District

## Fundraising Guidance for Parent, Teacher, and School Groups

This document has been developed by the Bristol Warren Regional School District (BWRSD) to support school, teacher, and parent groups in engaging in fundraising activities on behalf of students in the Bristol Warren schools. It is intended to promote safe accounting practices and provide guidance to fundraising groups. It is based on policy IGDF FUNDRAISING- SALES AND SOLICITATIONS, which can be found on the district website. We appreciate the ongoing efforts of all fundraising groups on behalf of our students. Our business office is happy to assist with questions or resources, as needed, to support their success.

### Approved Fundraising Groups

Per district policy, any individual or group that wishes to raise funds on behalf of the schools must submit a Fundraising Group Form (IGDF-E1) to the building principal. Such groups include, but are not limited to, Parent Teacher Organizations, Booster and athletic groups, and department or class fundraising groups. The building principal will review the BWRSD Fundraising – Sales and Solicitations Policy with each fundraising group on an annual basis.

### Fundraising Activities

The following are required within our district policy:

- Each fundraising activity must be approved by the principal before it is publicized or initiated. The individual or group organizing the activity shall submit to the principal a *Fundraising Activity Request* form. (See IGDF-E2)
- Students in kindergarten through grade eight are prohibited from participating in any fundraising activities that involve door-to-door solicitation, except when accompanied by a parent or guardian. This includes school-sponsored activities in which students sell items, solicit contributions or pledges, or take orders. Notification of this age-restriction must appear on all fundraiser notices to families. No school-sponsored group shall participate in fundraising that consists solely of pan-handling i.e., shaking the can outside of stores or on street corners.
- Use of Bristol Warren Regional School District schools for fundraising activities/events is permitted. You must schedule use of facilities via SchoolDude.com which is located within the district's website. Any flyer advertising the event must first be approved by the building principal.
- Raffles may be conducted as authorized by state law and in accordance with approved regulations. Information on how to conduct a legal raffle can be found on the RI State Police website.

## Purchasing

Fundraising groups cannot make purchases in the name of the district. If the fundraising group wants to make a monetary donation to the school for a specific item or piece of equipment, the organization must give the donation to the school and the school will initiate a purchase order to purchase the specific item or piece of equipment. Fundraising groups must receive approval from the principal and Superintendent, or his/her designee for purchases. Equipment or materials purchased for a school by fundraising groups become the property of the district.

## Financial Transactions

We recommend the following:

- At no time during a fundraising event should individual members of a fundraising group be left alone with cash, checks, tickets or other valuables – this is to protect YOU and to safeguard the integrity of the fundraising process.
- When supervisory shifts change, all cash, checks, tickets, and valuables should be counted and inventoried by the individuals leaving the shift, and the individuals starting the shift. These amounts should be recorded, with the date and time, and signatures of individuals involved in the inventory. (See attached Funds Received-Deposit Form)
- At the conclusion of the event, the fundraising supervisor will prepare the recommended Deposit Submission Form, and two adults should verify the accuracy and provide their signature. All funds should be stored in a secure location and deposited within 24 hours of the event.

## Payment to Vendors or Consultants

- It is recommended that vendors or consultants not be paid directly from fundraising proceeds or cash. They should be paid by check only, with a copy of the invoice and payment receipt maintained by the fundraising group.
- Per state and federal law, consultants that are hired by the fundraising group, including event workers, entertainers, or performers, must complete a W-9 form for services of \$600 or more. They must also meet district requirements regarding background checks and liability insurance. Please contact the building principal and/or the district business office for clarification of these requirements.

## Hiring of BWRSD Staff

Per district policy, the BWRSD does not allow fundraising groups to hire employees of the school district. A school fundraising group that wishes to pay staff for additional and/or extra-curricular services must receive approval from the building principal. The BWRSD employee must be paid through the school district. The fundraising group will then reimburse the school district for the amount.

## Student Involvement

It is recommended that if students are asked to bring fundraising monies to school, these funds should be in a sealed envelope and clearly labeled with the student's name and his/her teacher's name.

## Reporting

- Per district policy, it is required that all fundraising groups provide periodic reports to the building principal on fundraising activities completed during the year, including the amount collected and how the proceeds were allocated.
- Additionally, school, teacher, and parent groups that do not have 501c3 status shall provide an end of year report, submitted to the Superintendent by June 30<sup>th</sup>. The report will contain a listing of the fundraising activities, dollars earned, and how the proceeds were allocated.

Please contact the Superintendent's office or our district business office, at 401-253-4000, for questions or assistance. Failure to meet the requirements of our policy may jeopardize a group's authorization to operate within the Bristol Warren Regional School District.

**FUNDS RECEIVED- DEPOSIT FORM**  
*Recommended for use by BWRSD Fundraising Groups*

Date: \_\_\_\_\_ School: \_\_\_\_\_

School Group Name: \_\_\_\_\_

Account#: (For Bank Deposit) \_\_\_\_\_

**Cash:**

# of 1's \_\_\_\_\_ Total \_\_\_\_\_

# of 5's \_\_\_\_\_ Total \_\_\_\_\_

# of 10's \_\_\_\_\_ Total \_\_\_\_\_

# of 20's \_\_\_\_\_ Total \_\_\_\_\_

Other Bills \_\_\_\_\_ Total \_\_\_\_\_

Cash Total \$ \_\_\_\_\_

Coin Total \$ \_\_\_\_\_

**Checks:** (List additional on back)

# \_\_\_\_\_ From \_\_\_\_\_ Amount \$ \_\_\_\_\_

# \_\_\_\_\_ From \_\_\_\_\_ Amount \$ \_\_\_\_\_

# \_\_\_\_\_ From \_\_\_\_\_ Amount \$ \_\_\_\_\_

Total checks \$ \_\_\_\_\_

**Grand Total:**

Cash: \_\_\_\_\_

Coins: \_\_\_\_\_

Checks: \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

Name of person completing count: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of depositor: \_\_\_\_\_ Signature: \_\_\_\_\_