

FUNDRAISING GUIDELINES AND PROCEDURES

A fundraising activity can be defined as any activity involving participation of a student body or a school recognized student group undertaken for the purpose of deriving funds for a school or school sponsored club or organization. Any activity that is intended to generate a profit is considered a fundraising activity. The purpose for the collecting or raising and expending of funds by student groups should be for the direct benefit of the students. Funds shall be used to finance activities that supplement the educational curriculum of the District.

Fundraising activities will contribute to the educational experience of the students and will not conflict with the instructional program. Funds raised by student groups and organizations are held by the school as trustee. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club's/organization's accounts.

Administration of Fundraising Activities

1. All fundraising activities must be approved two weeks in advance by the principal using the Fundraising Authorization and Reconciliation form.
 - a. Prior arrangements with companies should not be made until the fundraiser has been approved and the form is completed.
 - b. The fundraising activity cannot begin until the sponsor is notified that the project has been approved.
 - c. The date(s) of the fundraising activity must be recorded on the annual fundraiser calendar maintained by the secretary/cashier.
 - d. Salespersons should not talk with a sponsor/teacher before registering with and obtaining permission from the school's principal.
2. The reconciliation recap portion of the Fundraising Authorization and Reconciliation form must be completed within 7 days after the last day of the fundraiser. The completed and signed form must be submitted to the secretary/cashier.
3. Student participation in approved fundraising activities shall not interfere with the regular instructional program.
4. Funds shall only be used for the purpose(s) for which they were raised.

5. Under no circumstances should campuses or organizations participate in door-to-door solicitations.
6. Individual student accounts are not allowed. Funds must be expended such that all members affiliated with a group/organization receive an approximately equal amount benefit from the activity. In addition, funds must be distributed equally to all students (e.g. applied to participatory fees, fieldtrip expenses) regardless of their individual participation in fundraising activities.
7. Campuses are not allowed under Texas Law (Charitable Raffle Enabling Act) to sponsor or conduct raffles, bingo, and other games of chance.
8. Faculty members must not solicit funds from students or parents to use in a faculty-related account. Faculty fundraisers shall be limited (e.g. faculty jeans day or faculty night at a local restaurant) and must be advertised as such to ensure parents and the public are aware the fundraiser supports the faculty.
9. Funds collected during school-wide fundraisers and fundraisers sponsored by student groups or organizations must not be deposited in a faculty account. A percentage of income from school-wide fundraisers, up to 15% of total income, may be deposited to the principal's campus activity funds account to be use for faculty incentives, refreshments, etc.

Accounting for Fundraising Activities

An accounting shall be made of all items purchased for resale.

1. The sponsor must prepare and submit the Fundraising Authorization and Reconciliation Form for the principal's approval at least two weeks prior to the first day of the fundraiser.
2. The sponsor must choose the type of fundraiser (Active or Passive).

Active Fundraisers - Fundraisers that are product driven and involves the collection of monies for items sold. **Active fundraisers shall not be held during the summer break.** The last day for each active fundraiser must be at least two weeks prior to the last day of school. This is to ensure all funds are collected and all items are delivered to the purchasers by the last day of school.

Passive Fundraisers - Fundraisers that do not involve the sale of items, for example, a car wash, Sonic Night, other services, etc.

If the fundraiser is a passive fundraiser, please enter N/A in the Unit Selling Price, Unit Cost, Expected Profit and Reconciliation fields.

3. The sponsor must account for all products received.
4. The sponsor is responsible for keeping accurate records for all fundraising activities. Such records shall include:

Distribution lists

Daily collections recorded on sponsor's spreadsheet

Original copies of all Munis cash receipts received for money turned in to the financial secretary or cashier

Duplicate copies of all Irving ISD supplemental cash receipts or CHARMS receipts issued to students/parents

Copies of Tabulation of Monies Collected forms (must have signatures of the sponsor and secretary/cashier)

Copies of CHARMS reports may be used in lieu of the Tabulation of Monies Collected forms. The report must include the student's name and the amount collected from each student. The total amount reported on the report must be verified by the secretary/cashier and sponsor. The secretary/cashier and sponsor must sign and date the report to certify the amount is correct.

5. At the conclusion of the fundraising activity, the sponsor shall complete the reconciliation part of the Fundraising Authorization and Reconciliation form. The completed form shall be turned in to the secretary or cashier. The sponsor shall maintain a copy of the form with his/her records.
6. All funds collected during a fundraiser must be receipted on an Irving ISD receipt, CHARMS receipt or recorded on a Tabulation of Monies Collected form.
7. All collections must be turned in to the secretary/cashier on the day funds are collected. Funds collected during after hour or weekend fundraisers the funds must be turned in to the secretary/cashier on the next school day.
8. The financial secretary or cashier must enter "Fundraiser – Type of Fundraiser" in the cash receipt description field. Labeling the cash receipt as such will distinguish fundraiser receipts from other types of collections and provide a more efficient way to pull all fundraiser related receipts for a specific location, club and for tax reporting.

Fundraising Activities By Independent Outside Groups

Independent outside groups usually consist of Parent Teacher Associations and Booster Clubs. Fundraisers sponsored by independent outside groups shall not be conducted during school hours.

The organizations shall manage their own finances when conducting fundraising activities and may make donations to the school, club or organization as they elect. Such contributions may be designated either for a specific purpose or for expenditures at the discretion of the principal.

The principal, financial secretary or cashier, or other staff member may not be involved in receipting, depositing, or accounting for funds collected during activities sponsored by any parental group or outside organization during the school hours. Involvement of District personnel automatically designates the funds as activity funds.