Descriptor Term: FUNDRAISING - STUDENTS

Descriptor Code: JKA

Rescinds: N/A

Board Approved: 4/14/2025

Previously Approved:

The Gulfport School District Board of Trustees (BOT) recognizes the need for student fund raising activities. The type of and extent of these activities, however, must be appropriate or beneficial to the official or extracurricular programs of GSD. Requests to raise funds of any kind must be submitted in writing to the Business Office. These requests shall include the following:

1. Type of fund raising activity
2. Specific purpose for raising funds
3. Participants (organization, sponsor, vendor)
4. Length of activity (inclusive dates)
5. Projected fund raising profits

The superintendent or his/her designee will grant approval or deny approval for the fund raising activity, in accordance with the provisions outlined in this policy. The approval or denial shall be in writing. No fund raising activity may be approved that is in direct conflict with this policy. The following rules/restrictions apply to all fund raising activities.

1. Each school principal/director shall compile a school year fund raising activity calendar, which shall include all school related fund raising activities. The school location calendar shall be compiled with the input of interested school club sponsors and shall include all school related fund raising activities. Each fund raising activity listed shall have a written request as required by GSD.

2. Each school-sponsored fundraising activity shall be supervised by a regular classroom teacher/club sponsor or other certified staff member employed by the school district. This person shall be held personally responsible for the fund raising activity and all profits incurred as a result of the activity. This person will be asked to sign the written request to the superintendent or his/her designee. By affixing his/her signature, the person is taking responsibility for the activity and resulting profits, assuming administrative approval. This same fund raising activity supervisor shall be responsible for completing a post-activity profit reconciliation sheet, showing accountability for purchases and sales of goods and resulting profits. The fund raising activity supervisor shall be held personally responsible for any money missing from the activity, whether missing by theft or missing through a lack of accountability.

3. No outside group, organization, social club, or person shall solicit on school premises at any time without the written permission of the superintendent.

4. The instructional integrity of each school day must be protected. Fund raising activities shall not interfere with the regular instructional periods of any student. Students shall not be asked to use instructional periods in order to participate in fund raising activities. No door-to-door classroom sales of fund raising products may occur when the sales cause an interruption in the regular instructional period however brief the interruption may be. No class time shall be used to collect money for fund raising activities.

5. Fund raising activities of any type are expressly prohibited during school or office hours except those approved by the superintendent or principal.

6. Students in elementary Grades K-6 shall not be permitted to solicit sales in door-to-door solicitations under any circumstances.

7. No students in Grades K-12 shall be required to participate in any fund raising activity under any penalty for failure to participate.

8. No solicitations for any outside group or organization shall be made during school or office hours by any student or school district employee without express written approval of the appropriate administrator.

9. A Post-Activity Profit Reconciliation Form shall be prepared and signed by the individual accepting responsibility for the fund raising activity at the activity conclusion date. This Post-Activity Profit Reconciliation Form shall be in the form prescribed by the business office and shall be signed by the classroom teacher, sponsor, or director responsible for the related activity and the school location principal or director.
10. Should the fund raiser involve selling food during school hours, only items shown on the *Mississippi Department of Education (MDE) List of Approved Items for Vending* may be sold. The items must be the same brand and description. To ensure compliance with *School Board Policy JG: School Wellness,* please attach a copy of the MDE list with the items you plan to sell highlighted. Failure to include the list will result in your fund raiser not being approved.

Raffles may be used for fundraising; however, all proceeds of the raffle must go to the organization hosting the fundraiser. Split-the-pot raffles may not be used for fundraising. (97-33-51)

The Post-Activity Profit Reconciliation Form shall be completed within five working days from the conclusion of the fund raising activity. The form shall be signed by the school location principal/director and forwarded to the business office.

This policy has no relationship to the selling of advertisements for the school newspaper and yearbook. Fundraising activities, as governed by the policy, do not include routine teaching assignments such as collecting lunch money, fees, book fines, etc.

Any solicitations on school campus must have prior approval from the building principal. All fund raising activities shall be approved in advance by the building principal and business office using district procedures governing such activities. Please see policy JHA Booster Clubs and Parent Organizations. The school activities fund of each school will include student organization funds and any other funds belonging to any student or class group or activity. Whether such funds are collected from student contributions, club dues, special activities, or result from admission to special events or from other fund raising activities, all such funds will be under the jurisdiction of the building principal. The funds will be properly accounted for and used only for authorized purposes.

Any arrangement between a school and company supplying merchandise, such as class rings and caps and gowns, shall be by written contract, signed by the GSD's Chief Financial Officer and the company's representative, approved by the GSD BOT, and on file available for public review in the principal's office. The contract shall include all provisions of the arrangement, including any rebate or commission to the school. In cases where the merchandise is purchased by a student directly from the vendor, any such rebate or commission to the school shall be paid by check from the company directly to the principal's activity fund. Under no circumstances shall a company or a purchaser make a payment directly to a principal.

Procedures

Procedures for conducting student-sponsored fund raising activities are as follows:

1. Complete the Fund Raiser Request Form located in the business office and on GSD's website
2. Obtain approval
3. Prior to purchasing goods or services from vendor, complete requisitions and obtain purchase order
4. Funds will be deposited and accounted for in the respective school activity fund
5. The principal will establish procedures to ensure the district is not liable for the purchase of goods and services
6. Reports of the activity will be submitted to the Business Office on a timely basis

School-Sponsored Fundraisers

The BOT does grant authority to the principal of each school to approve the following types of fund raising activities with the amount to be charged for any sales or rentals to be approved by the superintendent or his/her designee:

1. Vending machines - not during the regular breakfast and lunch hours or one hour before or after those times
2. School stores
3. Carnivals, dances, proms, or other school-sponsored activities
4. Concession stands - not during the regular breakfast or lunch hours or one hour before or after those times
5. School Pictures
6. Library Book Fairs

Vending machines or concession stands are not open to students during the hours for breakfast and lunch. They cannot operate in a manner that is disruptive to the instructional (learning) process of the student. Vending machines in GSD are operated by a full-service vending company. A commission on the proceeds is paid to each school's activity fund. A report on sales and commissions for each machine is to be submitted to the Business Office on a monthly basis.

References:
Mississippi Code - 37-7-301 - General Powers and Duties.
Accounting Manual - Accounting Manual for Mississippi Public School Districts

See also – JHBA Fundraising