Columbia Falls School District

COMMUNITY RELATIONS **4210P**

Fundraising

"Fundraising" means sales made by a school or made by a student that are for the purpose of raising funds for the school to purchase equipment, materials, or provide transportation, and that are part of an officially sanctioned school activity.

Fundraisers may be grouped into the following categories:

School-based fundraisers – School-based fundraisers are initiated, planned, and implemented by individuals employed by a given school. Such fundraisers may take a variety of forms including book fairs, school t-shirt sales, box tops for Education, or school festivals. Individuals operating on behalf of the PTO are not involved in such fundraisers in any capacity. Fundraisers through school-based fundraisers are not deposited into the PTO bank accounts and start-up funds for such fundraisers should not be provided by the PTO.

PTO Fundraisers – PTA fundraisers are initiated, planned, and implemented by the PTO, which involves representatives from both families and schools. Funds raised through PTO fundraisers are deposited into PTO bank accounts.

Booster Club Fundraisers – Booster club fundraisers are initiated, planned and implemented by booster club members. These members include representatives from families, the school, and the community. Funds raised through boosters clubs are deposited into booster club accounts. Booster clubs may include such groups as band boosters, chorus boosters, and athletic boosters.

School Club Fundraisers – School Club fundraisers are initiated, planned and implemented by school sanctioned organizations and their advisors. Funds raised through school clubs are deposited into the school bank account and designated for the use of the school club which raised the money.

Guidelines:

1. All fundraising efforts including the utilization of crowdfunding sites such as GoFundMe or DonorsChoose, must be approved by the building administrator or designee. An approval form must be submitted. Before giving approval, the administrator or designee will review the purposes of the fundraising effort, how much money will be spent, and the guidelines and directions that will be given to the students regardless of their participation.

2. The request must be filed in the school office before any fundraising activity is initiated and prior to making any commitment to vendors. Once approved, one (1) copy of the form should be maintained on file in the school office.

3. No rewards or prizes may be offered to groups, classes or students unless specifically approved by the building administrator.

4. Student grades or citizenship standing shall not be affected by a student's ability or willingness to participate in fundraising efforts.

5. Sales quotas for students may not be a part of any fundraising effort and students may not be required to pay for any unsold items which are returned to the school.

6. An individual student or group of students may not use the facilities or resources of the school to conduct a personal fundraising effort not sponsored by the school except on the same basis as all other public uses of school facilities.

7. The parents/guardians of elementary students must give permission for their students to participate in a fundraising effort before any products or materials are sent home with the student.

8. Projects where school organizations buy or have donated raw materials, turn them into a finished product under the supervision of school personnel, and sell then to the public may be allowed. When food is prepared, a food handler's permit will be required. The selling of baked goods or other food items intended for human consumption, which have been prepared at home by students or parents/guardians is not allowed unless previously approved.

9. Fundraising projects may include the following:

    a. Product sales (popcorn, fruit, cookbooks, clothing, cards, etc.)
    b. Bazaar, carnival (no rides), or fair
    c. Craft, art, hobby, science fair
    d. Dance
    e. Supper, luncheon, or dinner
    f. Ice cream social
    g. Athletic competition between students and faculty
    h. Concert, play, stage production
    i. Bake sale or food sales
    j. Sponsored movie night at a theatre or at the school
    k. Donations
    l. School pictures
    m. Bike/bowl/jump/read/skate/walk-a-thons

n. Gift-wrapping
o. Fun runs
p. Car wash
q. Recycling
r. Auctions
s. Raffles

This list is not exhaustive. All fundraising projects, regardless of type, must be approved by building administrators prior to commencement of the activity. No project is guaranteed approval, even if it falls within the categories described above.

10. Raffles may be permitted and must comply with Montana gambling rules. The raffle must be specified as a raffle for "charitable purposes." The proceeds from the raffle may only be used for charitable purposes and to pay for prizes; the proceeds may not be used for the administrative costs of the raffle. The raffle must have a random selection process, meaning that the winning ticket stub (or another "indicator" of the purchaser's identity) is drawn from a drum or other "receptacle" after being "thoroughly mixed." The entity conducting the raffle must maintain the follow records for a minimum of 12 months and provide these upon request to the Gambling Control Division:

    a. a record of the total proceeds collected;
    b. a detailed description of the prize(s) awarded;
    c. a description of the selection process used to determine the winner(s);
    d. a record reflecting the source of the prize(s), including any money paid to purchase prizes;
    e. a record of any administrative costs paid with raffle proceeds;
    f. a description of how the raffle was publicly identified as a charitable raffle, where applicable;
    g. the name and address of the person(s) awarded raffle prize(s); and
    h. a detailed record of the distribution of the charitable raffle proceeds, where applicable.

    The raffle terms (including the date of the drawing) must be available to the public prior to the sale of any raffle tickets.

11. Staff members and/or advisors of school clubs or school activities involved in fundraising must properly document their activities by submitting approval forms and properly accounting for money received and expended.

12. Members of the school staff are personally responsible for all products and any money handled during fundraising activities.

a. Security arrangements for all products are to be made with an administrator. With permission of the administrator, fundraising products may be kept in classrooms overnight if they are locked in a secure place.

b. Students should take orders prior to the actual delivery of products whenever possible. Students are limited to handling goods valued at no more than $30.00 before additional products are released for distribution, unless accompanied by a parent or responsible adult.
c. Monies collected from students must be turned over to the staff member in charge of finances each day.
d. A receipt book must be kept by each fundraising advisor with a record of monies received, including students' names and dates. Receipts shall be given to students each time money is received from them.
e. All invoices related to the payment for fundraising merchandise must be submitted to the staff member in charge of finances (bookkeeper, accountant, secretary) for payment.

13. All monies collected in school fundraising activities must be deposited intact in the appropriate school account no less than once a week. No fundraising expenses or payment of merchandise can be made from these receipts.

14. Under no circumstances is money to be kept in classrooms, taken from the building by the fundraising advisor, or deposited in private accounts.

15. Staff members or students are prohibited from opening private bank accounts for money generated from school activities or using the school's name for private activities or private fundraising.

16. Faculty advisors assume personal responsibility for all monies collected up until those monies are deposited with the school office.

17. Parent organization fundraising projects should be undertaken only with the approval and support of the parent organization's membership and not as an individual's effort.

18. Fundraising should be limited to reaching specific objectives rather than general fundraising to increase the treasury. The following procedure must be followed in fundraising projects:

a. Parent organizations must keep the building administrators of the schools they represent informed of all fundraising projects. This will ensure that the activities are within the guidelines of the District and will prevent duplication of activities.
b. Prior to the ordering of the fundraising products, careful consideration should be given to the storage and safekeeping of the products to be sold.
c. All orders for fundraising products should be processed through the treasurer (or other designated officer) of the organization.

d. A careful record should be kept of all products issued to show those receiving the products to be sold. Each individual receiving products should sign for them. It is suggested that no student receive more than $30.00 worth of products at one time, unless accompanied by a parent or other responsible adult.
e. As money is turned in, individual receipts should be issued.

f. All monies collected by the organization's treasurer should be deposited in the organization's bank account (or school account) on a regular basis. Money shall not be kept in an individual's bank account, nor cash kept in an individual's home or in a staff member's classroom or desk.
g. The organization shall prepare a summary of the fundraising project after its completion and submit this to the building administrator.

Policy History:
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