

REVISED: 6/17/2025



# CANON-MCMILLAN HANDBOOK FOR:

- ATHLETIC BOOSTER CLUBS
- SCHOOL PTO/PTA ORGANIZATIONS
- ACTIVITY CLUBS

ATHLETIC DIRECTOR: FRANK VULCANO JR.

ATHLETIC SECRETARY: JACKIE JACOBY

*Thank You!*



*For your time and dedication!*

# BOOSTER GROUPS - SCHEDULE

## FALL

**Due: 12/15**

**Use November Bank Statement**

Boys Soccer - Ath  
Girls Soccer - Ath  
Golf - Ath  
Cross Country - Ath  
Football - Ath  
Girls Tennis - Ath  
Boys Volleyball - Ath

## WINTER

**Due: 4/15**

**Use March Bank Statement**

Wrestling - Ath  
Boys Basketball - Ath  
Girls Basketball - Ath  
Swimming - Ath  
Cheer - Ath/Club

## SPRING

**Due: 6/15**

**Use May Bank Statement**

Boys Volleyball - Ath  
Baseball - Ath  
Track & Field - Ath  
Boys Lax - Ath  
Girls Lax - Ath  
Softball - Ath  
CM Drama - Booster  
HS Band - Booster  
MS Band - Booster  
All HS Clubs - Clubs  
All PTO Fundraising

## SUMMER

**Due: 7/10**

**Use June Bank Statement**

Cecil Intermediate - PTO  
NSIS - PTO  
Borland Manor Elem. - PTO  
Hills-Henderson Elem. - PTO  
Muse Elem. - PTO  
South Central Elem. - PTO  
Wylandville - PTO

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# ANNUAL MEETING AGENDA

1. Booster Activity - Fundraising
  - a. No pay to play
  - b. No keeping track or record of participation levels
  - c. We buy for the team as a team.
2. Explain and review Fundraising Application - discuss procedures and due dates, etc.
3. Explain and review End of Season/Year End Statement - discuss procedures and due dates, etc.
4. Review Policy 915 - Fundraising for Booster Associations/Parent Associations
5. Review 915.2-AR - Booster Club Fundraising Guidelines
6. Review Policy 916 - Use of District Name, Color, insignia or Logos.
7. Review 916-AR - Use of District Name, Color, insignia or Logos.
8. Review 229-AR - Fundraising
9. Review Policy 913.1 - Advertising/Banners
10. Review Policy 702 - Gifts, Grants, and Donations
11. Review 915-AR - PTA/PFA/PFO Fundraising Guidelines
12. Review Small Games of Chance License Requirements / Timeline.
13. Review Policy 229 - Student Fundraising
14. Athletic Booster Clubs Only
  - a. Review Season Ticket Procedures where applicable
  - b. Review Concession Stand Usage/Explain Rules and Procedures
  - c. Discuss Game Announcers
  - d. Discuss Senior Night Date and Point Person - Availability of the CM Athletic Arch
  - e. Clarify all regulations related to individual accounts
15. Booster/Club/PTO District Guidelines
16. Review and Sign - Responsibilities of the Head Coach Notification - Use QR Code to access signature and questions.

# FUNDRAISING APPLICATION

**CANON-MCMILLAN SCHOOL DISTRICT  
ANNUAL FUNDRAISING FORM**  
Student Organization/Athletic Booster/  
Parent Organization Fundraising Application  
(To be completed yearly)

Date Submitted \_\_\_\_\_ School Year \_\_\_\_\_

Name of Student/Booster/Parent Organization: \_\_\_\_\_

Faculty Sponsor's Name (student groups only): \_\_\_\_\_

Officers:  
President: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

VP: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Secretary: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**I. INFORMATION SECTION**

1. Does your group have 501c3 status (non-profit)? Yes No

2. Mandatory copy of By-Laws/Constitution submitted? Yes No

3. Name, Address and Account Number of Depository (not applicable to student organizations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Number: \_\_\_\_\_

4. Mandatory copy of Treasurer's Bond if revenue exceeds \$1000.00  
(not applicable to student organizations)

5. Proposed monthly meeting dates: \_\_\_\_\_

**II. PROPOSED FUNDRAISING BUDGET OUTLINE**

1. Estimated number of students (Athletes) being serviced: \_\_\_\_\_

2. Projected number of Fundraising Projects to be conducted during the year: \_\_\_\_\_

**3. Proposed Fundraising Projects:**

Name of Project	Targeted Profit Amount	Specific Project Start Date	Specific Project End Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

**TOTAL TARGETED AMOUNT:** \_\_\_\_\_

Intended Use	Budgeted Amount	Intended Use	Budgeted Amount
1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		<b>Total Budgeted Amount:</b>	

\*Please attach Game of Chance License to application, if applicable

4. Estimated total cost for all projects: \_\_\_\_\_

5. Estimated cost for Banquet (if applicable):  
Cost per coach: \_\_\_\_\_ Other costs: \_\_\_\_\_ Total Banquet: \_\_\_\_\_

6. Total budget needs for projects, banquet and other (add #4 & #5 together) \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization President

\_\_\_\_\_  
Date



# POLICY 915 - FUNDRAISING FOR BOOSTER ORGANIZATIONS/PARENT ORGANIZATIONS

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Book	Policy Manual
Section	900 Community
Title	Fundraising for Booster Associations/Parent Associations
Code	915
Status	Active
Adopted	June 18, 2007
Last Revised	May 23, 2024

**Purpose**

The Board and administration recognize the need for student support groups such as booster associations and parent associations. The Board further recognizes the student-centered impact these groups provide and applauds the countless hours that members of these groups devote to enhancing the quality of curricular and extracurricular endeavors. Because of the activities of these groups, the financial burden to district taxpayers is lessened.

**Authority**

The School Board recognizes and declares that the role of the approved organization is to assist and support, but not to direct, interfere with, supplant staff, facilities or programs within the school district. It must be clearly understood by all organizational members that all school district sponsored activities are under the control, direction and supervision of the School Board through administrators or their designee.

**Guidelines**

The group president shall be required to meet with the Athletic Director annually to review the school district policies and procedures. The president will sign-off verifying attendance, acknowledgement and understanding of the district rules and regulations presented at the meeting.

The building principal, head coach or club advisor should have an active role in his/her respective group's organization and decision making process.

The objective of the fundraising policy is to develop a clear, harmonious communication between these groups and the Board. This communication, based on clarification of roles and establishment of procedures, will ultimately provide the best programs for district students.

This policy affects booster organizations and parent/guardian organizations. These organizations are hereafter referred to as group.

Each group is required to submit an Annual Information Sheet to the Board by May 15<sup>th</sup> of each school year.

The Information Sheet of the group shall be completed in full and shall include:

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1. The name, address, and telephone number of the group's president, treasurer and secretary.
2. A set of bylaws and the name, address and account number of depository where these accounts are kept.
3. A monthly meeting date to remain fixed for the entire year, if possible.
4. A schedule of events planned for the year or season.
5. An accounting outline of the targeted proposed fundraising budget needs for the coming year.

Any athletic or parent/guardian group's officers may not include any teacher, advisor or coach that the Board has hired to carry out that activity.

No booster or parent/guardian group may provide salaries, wages or fees to coaches or sponsors for district compensated services.

Established 501(c)(3) groups under this policy may pay school district compensated employees, such as coaches, for services provided outside their PIAA designated seasons. 501(c)(3) groups must follow IRS guidelines and issue a 1099 form for the services rendered.

The Board recognizes there are occasions when gifts are provided to show support and appreciation. Gifts must be under six hundred dollars (\$600.00) in any one (1) school year to any district compensated employee.

Groups must follow appropriate accounting practices in maintaining and distributing funds. This includes, but is not limited to, at least three (3) signatures on check, a monthly treasurer's report that includes bank statement reconciliation and a defined process for the transfer of funds between members of the organization that includes documentation and signatures.

The athletic and parent/guardian groups shall name an FDIC insured depository bank or savings and loan association.

The athletic and parent/guardian groups shall submit an internal audit to the Board prior to July 31<sup>st</sup> of each year. The group's audit team shall be representatives of the organization excluding officers, advisors and coaches. Internal audit guidelines will be provided by the district.

The group must follow Policy 916 when purchasing uniforms and warm-ups that represent the Canon-McMillan School District. [1]

Elementary and secondary students are not eligible for membership in booster or parent/guardian organizations.

Failure to follow this policy and related procedures may result in revocation of Board recognition.

Activities will be coordinated through the respective building principals, Athletic Directors and/or activities directors.

Each group's budget and all fundraising projects must be approved by the Board.

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# 915.2 - BOOSTER CLUB GUIDELINES

No. 915.2-AR

CANON-MCMILLAN  
SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATION

## 915.2-AR. BOOSTER FUNDRAISING GUIDELINES

Booster associations and groups must be approved by the Board prior to utilizing the School District name or affiliating with a school team or club and engaging in fundraising activities. All Booster associations and groups must comply with Policy 915 and Policy 229 relating to Student Fundraising.

### FUNDRAISING BUDGET LIMITS:

- I. The ending balance on should only contain sufficient funds to pay for activities/events that will take place prior to the receipt of fundraising proceeds for that next school year or season (within \$500). Exceptions may be made at the discretion of the Superintendent.

### ADDITIONAL GUIDELINES:

#### I. Fundraising Prohibitions –

1. Boosters groups are prohibited from directing a coach to implement any form of punitive consequence against any student directly relating to the student's willingness or failure to participate in any fundraising activity.
2. Fundraising shall not be mandatory and participation in and access to team apparel for any sport or club affiliated with the school district shall not be conditioned upon a student's participation in fundraising activities.
3. The school district does not permit the use of individual fundraising accounts except as specifically set forth in this regulation, and so long as the group is otherwise authorized to utilize individual accounts under the group's organizational bylaws. Unused funds accumulated in individual accounts remain property of the group.

- II. Team Trip Fundraisers – Booster groups may offer opportunities to offset the individual cost of optional/voluntary team trips. This may include the individual tracking of fundraising dollars for optional team trip fundraisers only. All optional team trip fundraisers must be clearly identified as such in the proposals for fundraising submitted to the Board. Unused funds accumulated in individual accounts remain property of the group.

- III. Donations – Fundraising money can be used to purchase items to donate to the schools. Prior to making any donation or purchase to the school, the Booster group must follow the process outlined below.

1. Seek approval from the head coach and building administrator. Purchases or donations should be made to assist and support the school's current curricular and extracurricular endeavors. They cannot interfere with existing efforts or supplant new programs, staff, or facilities.
2. Donations and purchases must meet school district standards and specifications. Building administrators must forward approved requests to the appropriate department for review.
3. Qualifying purchases or donations will be presented to the school board for final approval.
4. Once approved by the school board, the building administrator will notify the organization that appropriate funding or items can be released to the school district.
5. Donations and purchases accepted by the board become district property. The district will assume all responsibility and reserves the right to utilize the donation or purchase in the best interest of the district, unless otherwise stipulated.

Board Policy – 229, 915

Adopted: 11-29-17

Revised:

# 229AR - FUNDRAISING

No. 229-AR

CANON-MCMILLAN  
SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATION

## 229-AR. FUNDRAISING

### I. Rationale

All school personnel will adhere to district policy # 915 as it relates to fundraising for booster associations/parent associations, district policy # 229 as it relates to student fundraising, district policy # 618 as it relates to student activity funds, district policy # 811 as it relates to bonding, and district policy # 246 as it relates to student wellness.

### II. Procedures

- a. Based on Policy # 229, all principals and designees must meet with Parent, Athletic, and student sponsored groups in order to complete an annual information sheet on fundraising. The Annual Information Sheet must be submitted to the district's Athletic Director by May 15<sup>th</sup> of each year. The Year End Statement (for student activity organizations only) must be submitted at the conclusion of the fundraising or no later than June 30<sup>th</sup>. If a group does not submit the proper paperwork, they would be jeopardizing their opportunity for future fundraising.
- b. The Athletic Director will compile the fundraising information and submit for Board of Education approval. A compilation of the Year End Statements will be sent to the Business Office.
- c. All principals/designees should review the information sheet to check for complete information and proper fundraising projects. If certain projects seem unusually high or low, please refer to central office before submitting for approval.
- d. All food items sold as fundraisers on school property and available for sale during the school day must meet the guidelines below and will be reviewed by the principal/designee. The school food service director should be contacted to assist the principal/designee in determining the suitability of fundraising items in accordance with the guidelines.
  - i. Items will provide < 250 calories per serving.
  - ii. Packages will be in single serving sizes.
  - iii. Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available anytime during the school day.

No. 229-AR

- iv. Total fat will be <35% of the total calories (excluding nuts, seeds, nut butters and reduced fat cheese).
- v. Saturated fat will be <10% of total calories.
- vi. Sugar content will be <35% by weight (excluding naturally occurring sugars and low fat yogurts) and added sugar will not be listed as the first ingredient. (Table 3)
- vii. Items will contain minimal to no trans fatty acid (Table 4)
- viii. Food items will be available no earlier than 30 minutes after the last meal period of the day.

*Note 1: If the food item is not sold on school property and made available during the school day then it is not necessary to adhere to these guidelines.*

*Note 2: Refer to Fundraising Process flowchart.*

Board Policy – 229, 246, 618, 811, 915

Revised: 2/90, 10/04, 10/08, 4/11

# 916AR - USE OF DISTRICT NAME, COLOR, INSIGNIA OR LOGOS

## 916-AR. USE OF DISTRICT NAME, COLOR, INSIGNIA OR LOGOS

This administrative regulation is to clarify terms used in Policy 916:

**District Name** – use of any and all references to the Canon-McMillan School District and its individual school building names to include, but not limited to:

- Canon-McMillan School District
- CMSD
- Canon-McMillan High School
- CM Big Macs
- Big Mac

**Color** –

- Dominant colors must be blue and gold
- Non-dominate colors will be white or anthracite (gray)

**Insignia/Logos** – Verbiage and/or representation of Canon-McMillan School District to include, but not limited to:

- Canon-McMillan School District
- “CM”
- Highlander

**Uniforms** – Shall include:

- Home and away uniforms
- Warm-ups

The Athletic Director will meet with all groups at least annually to relay Policy 916.

All current uniforms/warm-ups not complying with Policy 916 will be grandfathered.

All new uniforms/warm-ups must comply with Policy 916.

Parent/Booster groups that buy clothing to be used as a uniform/warm-up must follow Policy 916.

Form 916A must be completed for approval of items.

# POLICY 916 - USE OF DISTRICT NAME, COLORS, INSIGNIA OR LOGOS

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Book	Policy Manual
Section	900 Community
Title	Use of District Name, Nicknames, Color, Insignia or Logos
Code	916
Status	Active
Adopted	December 12, 2011
Last Revised	May 20, 2013

**Purpose**

The school district takes very seriously the use of its name, nicknames, colors, insignia and/or logos, which appear on a variety of items, such as stationary, flags, banners, websites, sports apparel and district materials. The school district's name, nicknames, colors, insignia and/or logos constitute intellectual property of the school district, which it has an interest in legally protecting.

In order to reduce the likelihood of consumer confusion, and to protect the character and integrity of the Canon-McMillan School District and support the school district's goals and objectives, the Board has deemed it appropriate to specifically identify the parameters for use of the school district's name, nicknames, insignia and/or logos, as they may be revised from time to time, and to require that the use of the school district's name, nicknames, insignia and/or logos be used solely to support the district's goals.

**Definitions**

**Colors:** Blue and Gold

**Insignia/Logos:** See Exhibit "A" attached hereto

**Name:** Canon-McMillan School District

**Nicknames:** Canon Mac  
Canon-Mac  
Big Macs

**Authority**

Use of the colors, name, and/or any of the nicknames, insignia and/or logos of the school district for any purpose, commercial or otherwise, by a school-sponsored or school-affiliated organization, or by any other individual or organization, is not permitted without the prior approval of the School Board. This prohibition shall be in place regardless of whether the name, nickname, insignia and/or logo at issue has been officially registered with the United States Patent and Trademarks Office.

All items developed or designed by non-school district personnel bearing the school district's name, one of its nicknames, insignia and/or one of its logos and colors, shall be produced, manufactured and/or

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distributed or otherwise used only after:

1. The item has been submitted to the district Superintendent or his/her designee for approval.
2. Approval in writing has been received.
3. The individual or entity submitting the item for approval has properly executed a Merchandise License Agreement with the school district.

The school district colors (blue and gold) shall be the dominant colors on all school district approved uniforms/warm-ups and other sports apparel. Uniform colors must be compliant with the National Federation Standards for all uniforms/warm-ups. Any other color scheme must have the prior approval of the Board. When authorization is permitted, the school district logo and the colors within the logo must remain unaltered.

All authorized uses of the district's name, nicknames, insignia, colors and/or logos shall carry the words "Used with permission" or "Authorized Use."

The school district shall take appropriate action to enforce its rights, to protect the intellectual property interests identified herein, and to otherwise enforce the provisions of this policy.

**Delegation of Responsibility**

The Superintendent or his/her designee shall develop an appropriate Merchandise License Agreement, and require its execution by all entities and individuals who have obtained approval to use the school district's name, nicknames, colors, insignia and/or logos, as contemplated by this policy.

The Superintendent or his/her designee shall ensure that all funds generated by virtue of the Merchandise License Agreement, are promptly deposited into the school district's General Fund, but that a separate accounting of funds received is provided to the Board of School Directors on a quarterly basis.

The Superintendent or his/her designee shall promptly notify in writing all entities or individuals known to be in violation of this policy, of said violation, and that they are to immediately cease and desist from all activities in violation of this policy.

The Superintendent or his/her designee shall take all other necessary steps to enforce the provisions of this policy.

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# POLICY 913.1 - ADVERTISING/BANNERS

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Book	Policy Manual
Section	900 Community
Title	Advertising – Banners
Code	913.1
Status	Active
Adopted	August 2, 2010
Last Revised	March 17, 2016

**Purpose**

The Canon-McMillan Board of School Directors recognizes the benefit to our community by providing the opportunity for organizations to represent themselves during fall and spring sports in the Canon-McMillan School District. This policy standardizes the use of banners for consistency in their display and outlines the specific procedures required for such.

**Definitions**

**Advertisement – Banners** - any payment of money or other economic benefit to the school district that requires a visual slogan or product message on school district property. The term **advertisement** does not include traditional fundraising activities, such as walk-a-thons, magazine sales, or food sales; nor does it apply to outright gifts to which no quid pro quo is attached.

**Delegation of Responsibility**

The Superintendent and/or his/her designee shall approve or deny the use of banners on school district property.

**Guidelines**

**Banners**

No banners, as defined by this policy, shall be allowed unless they are approved by the Superintendent and/or his/her designee and comply with the following requirements:

1. Banners must measure a standard three feet by six feet (3' X 6'), 10 mm corex (horizontal-landscape).
2. Printed letters may not exceed twelve (12) inches.
3. Banner artwork/designs must be preapproved by the Canon-McMillan School District Athletic Office prior to publication.
4. Banners must meet school district approval prior to hanging.

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5. No personal or individual (player) recognition will be permitted within the banners/advertisements. General team recognition is acceptable.
6. Banners cannot promote more than two organizations.

**Termination**

The Superintendent has the authority to terminate all banners as set forth in this policy at no financial penalty to the Canon-McMillan School District Board of Directors. In this event, the Canon-McMillan School District maintenance staff will remove all banners in accordance with policy set forth by the district.

**Exclusions**

Banners approved for display will be subject to certain restrictions in keeping with the standards of good taste. In keeping with this, the school district reserves the right to exclude any banner that is inappropriate or inconsistent with the obligations of the Canon-McMillan School District. No advertising/banner will be allowed that:

1. Promotes hostility, disorder or violence.
2. Attacks ethnic, racial and religious groups.
3. Is libelous.
4. Violates the rights of others.
5. Promotes negative political advertising.
6. Promotes the use of drugs, alcohol, tobacco, or firearms.
7. Promotes any religious organization.

Any activity allowed by this policy shall be respectful of all people without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics, or linguistic characteristics.

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# POLICY 702 - GIFTS, GRANTS, DONATIONS

3/18/2021

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Book Policy Manual  
Section 700 Property  
Title Gifts, Grants, Donations  
Code 702  
Status Active  
Adopted May 21, 2007

## **Purpose**

The Board recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the programs in the schools.

## **Authority**

The Board has the authority to accept gifts and donations made to the school district or to any district school.[1]

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.[1]

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.[1]

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.[1]

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records.[1][2]

## **Delegation of Responsibility**

The Superintendent or designee shall:

1. Encourage individuals and organizations considering a contribution to consult with the principal or Superintendent before appropriating funds.
2. Report to the Board all gifts accepted on behalf of the Board.
3. Acknowledge the receipt and value of any gift accepted by the school district.

## 915AR - PTA/PFA/PTO FUNDRAISING GUIDELINES

No. 915-AR

CANON-MCMILLAN  
SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATION

### 915-AR. PTA/PFA/PFO FUNDRAISING GUIDELINES

#### FUNDRAISING BUDGET:

- I. The fundraising maximum is determined by taking the set fundraising amount permitted for the school year times the total pupil enrollment. Each year the fundraising amount is to be increased by \$2.00. The set fundraising amount for the next three years is as follows:

• 2014-2015	\$79 / pupil
• 2015-2016	\$81 / pupil
• 2016-2017	\$83 / pupil
• 2017-2018	\$85 / pupil
• 2018-2019	\$87 / pupil
• 2019-2020	\$89 / pupil

An additional per pupil amount may be authorized if the PTA/PFA/PFOs assume funding for field trips/transportation.

1. When determining the fundraising budget for the next year, an additional 15 students should be added to the student enrollment number to cover new students entering in the next year.
2. The ending balance on June 30<sup>th</sup> should only contain sufficient funds to pay for activities/events that will take place prior to the receipt of fundraising proceeds for that next school year (within \$100). Exceptions may be made at the discretion of the Superintendent and disseminated collectively through Parent Council.
3. If the ending balance exceeds the prior year's balance due to better than expected fundraising in that year (year one), then in the following year (year two), the organization will reduce fundraising in the major student fundraiser. If the balance does not go down due to better than expected fundraising again, then in year three, no fall student fundraiser will be permitted.

#### ADDITIONAL GUIDELINES:

Fundraising money can be used to purchase items for the schools. Prior to any donation or purchase the PTA / PFO / PFA must follow the process outlined below.

1. Seek approval from the building administrator. Purchases or donations should be made to assist and support the school's current curricular and extracurricular endeavors. They cannot interfere with existing efforts or supplant new programs, staff, or facilities.
2. Donations and purchases must meet school district standards and specifications. Building administrators must forward approved requests to the appropriate department for review.
3. Qualifying purchases or donations will be presented to the school board for final approval.
4. Once approved by the school board, the building administrator will notify the organization that appropriate funding or items can be released to the school district.
5. Donations and purchases accepted by the board become district property. The district will assume all responsibility and reserves the right to utilize the donation or purchase in the best interest of the district, unless otherwise stipulated.

#### Process for K-6 Field Trips

- Formula: \$8 multiplied by the # of students in the school.
- The pot of money does not include transportation, parent organizations would need to budget that cost separately.
- The pot of money is flexible and can be used to fund trips of varying amounts as long as you do not exceed the total amount determined by the formula.
- Parent organizations should only fund one field trip per grade level each year, regardless of the cost.
- Grants for field trips are permitted. No parent group should pursue a grant in the district's name without seeking approval from the principal first.
- Donations and sponsors are not grants. Grants are specific, have an application and approval process, available to all eligible parties, and are typically linked directly to the establishment you wish to visit.
- Parent groups can offer input on potential trips, but the teachers and building principals should determine what trips occur. Plan in advance so the pot of money is not inequitably distributed or depleted.
- Field trips or travel that result from district wide approved curriculum or co-curricular programming shall not be included or affected by these guidelines.

#### Elementary Fundraising

All elementary fundraising (K-6) will occur at the same time for each building. This schedule is set yearly by Parent Council. This sale window is for merchandise only.

Parent groups are permitted to preorder an estimated amount of merchandise to have on hand for the first day of the fundraising window to distribute to children/parents at this time. No

distribution of this merchandise can occur prior to the fundraising window nor can students/parents use presale forms to have customers order merchandise prior to the fundraising window.

Schools are encouraged to share information about their merchandise to be sold during their fundraiser with other schools to avoid overlap.

Parent groups are permitted to collect rebates from approved fund – outside of the fundraiser window; i.e:

- Box Tops
- Restaurant Nights
- Book Fairs
- Market Day

A spring fundraiser can only occur if the parent organization did not reach their budgeted figures and they had specific fundraisers approved by the Board. ('Miscellaneous Fundraisers' is not specific enough, however, 'Apparel Sale' is acceptable.) If the organization did not have a spring fundraiser approved, a new fundraiser application must be submitted to the Athletic Office for approval by the Board.

#### Secondary Fundraising

At the secondary level, building administrators oversee the various fundraising endeavors solicited from classes, clubs and organizations. Consideration should be given to a moratorium of fundraising at these levels during the K-6 two-week fundraising window.

Board Policy – 229, 915

Adopted: 9/06

Revised: 10/14, 02/15, 02/17, 5/17

## GAMES OF CHANCE LICENSE - PROCEDURE

When Booster/Parent organizations apply for fundraising activity that requires a PA Small Games of Chance License, it is the booster/parent organization responsibility to educate themselves, apply, and acquire the licensing.

1. If your booster/parent organization applies for 50/50, a raffle, night at the races, or cash bash type events - they will need a PA Small Games of Chance License on file with our Athletic Department prior to their event.
2. The fee for an annual **license**, valid for one year from the date of issuance, is \$125.00.
3. It is 100% the responsibility of the booster/parent organization to make sure that this license is purchased and on file with the Athletic Department. **A valid small games of chance license must be submitted with your fundraising application or it will be denied.**
4. Please keep in mind that additional bingo or raffle licenses do exist in addition to a PA Small Games of Chance License. It is up to the booster/parent group to investigate what is required for their event and to have all necessary licenses prior to Board approval.
5. Please visit the PA Department of Revenue website for more information. PA Small Games of Chance Licenses and others discussed above can be acquired at the Washington County Courthouse.

# POLICY 229 - STUDENT FUNDRAISING

3/16/2021

BoardDocs® Pro



Book Policy Manual  
Section 200 Pupils  
Title Student Fundraising  
Code 229  
Status Active  
Adopted April 23, 2007

### **Purpose**

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

### **Definition**

For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for goods or services.

### **Authority**

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

District students are not obligated to conduct door-to-door sales for fundraising activities.

### **Delegation of Responsibility**

Collection of money by approved school organizations may be permitted by the Board.[1]

Collections by students on behalf of school organizations outside the schools may be permitted only by the Board.

The Board shall approve a list of fundraisers for the school year. Additional fundraisers may be approved throughout the year.

The Superintendent or designee shall establish rules and regulations to implement this policy which:

1. Limit the number of fundraisers in a year for any group.
2. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.
3. Limit the kind and amount of advertising for solicitation.

## **BOOSTER/CLUB/PTO DISTRICT GUIDELINES**

1. Submit the name, address, and phone number of the group's officers.
2. Submit a set of bylaws and the name, address, and account number of the depository where these accounts are kept.
3. Submit a monthly meeting date to remain fixed for the entire year, if possible.
4. A schedule of events planned for the year or season.
5. An accounting outline of the targeted proposed fundraising budget needs for the coming year.
6. No booster or parent/guardian group may provide salaries, wages, or fees to coaches or sponsors
7. Any athletic or parent/guardian group's officers may not include any teacher, advisor, or coach that the Board has hired to carry out that activity.
8. Groups under this policy must not pay stipends, cash, or in-kind services and/or give gifts in excess of six hundred dollars (\$600.00) in any one school year to any district compensated employee such as coaches, sponsors, or any other employee.
9. Groups must follow appropriate accounting practices in maintaining and distributing funds. This includes, but is not limited to at least three signatures on checks. A monthly treasurer's report that includes bank statement reconciliation and a defined process for the transfer of funds between members of the organization that includes documentation and signatures.

## **BOOSTER/CLUB/PTO DISTRICT GUIDELINES (cont.)**

10. The athletic and parent/guardian groups shall name an FDIC insured depository bank or savings and loan association.
11. The athletic and parent/guardian groups shall submit an internal audit to the Board prior to July 31st of each year. The group's audit team shall be representatives of the organization excluding officers, advisors and coaches. Internal audit guidelines will be provided by the district.
12. The group must follow Policy 916 when purchasing uniforms and other items that represent Canon-McMillan School District.
13. Elementary and secondary students are not eligible for membership in booster or parent/guardian organizations.
14. Failure to follow this policy and related procedures may result in revocation of Board recognition
15. Activities will be coordinated through the respective building principals, Athletic Directors and/or school directors.
16. Each group's budget and all fundraising projects must be approved by the Board.

# Responsibilities of the Head Coach on Coach/Booster/Parent Relations

## Responsibilities of the Head Coach on Coach/Booster/Parent Relations

The Canon-McMillan School Board and Administration recognize the need and value of our student support groups such as booster organizations. We further recognize the STUDENT-CENTERED impact these groups provide and applaud the countless hours and selflessness that members of these groups devote to enhancing the quality of our extra-curricular endeavors. For athletic teams to be successful, the underlying theme should be a "spirit of cooperation". In order to help foster that type of environment; coaches, parent/boosters and participants must understand the philosophies, goals, expectations and parameters of conduct. To ensure that all involved understand their roles, the following steps should be taken:

1. The head coach, as stated in the athletic policy, will meet with his parents/boosters each year before the start of the season.
2. The head coach will clearly explain the code of conduct of players, his/her philosophy, his/her goals for the season, his/her expectations, contest rules and schedule for games and practices.
3. During that pre-season meeting the coach will define that he/she is the leader of any booster organization, and that he/she will provide guidance and direction for the group. Further, it is to be clearly stated that anything the club wishes to do, should be first presented to the coach for approval!
4. The coach will work collaboratively with the club/organization at all times, but will instruct them that any actions of the club members that are outside the boundaries of acceptable conduct, could result in an individual being banned from membership.
5. Further, the club/association members must be told that violations of established parameters, may incur a loss of recognition from the board.
6. The coach will have the final say in whether he/she wishes to have a booster organization.
7. Parents should be reminded that, as the athletic handbook states, they should have realistic expectations for their children, and should be supportive of their child's participation. In doing so, they should always refrain from challenging or second-guessing the style, decisions or philosophies of the respective coach. As all of you know so well, we have had to sanction parents in the past, and have even prohibited some from attending our contests. Our hope is that this will never happen again.
8. A booster member or individual or individual parent should never engage in the solicitation of a new coach, while the Canon-McMillan School District has a current coach under contract, or at any other time!

# QR Code for Signature and Verification Questions

Please point your phone camera at this QR code. This will bring up a link on your phone to access the Signature and Verification Questions to complete our meeting.

