



Districtwide Advocacy and Fundraising - Implementation

The Districtwide Advocacy and Fundraising Policy recognizes the important contributions parents, community members and community-based organizations make to support our students and schools. To enhance the spirit of shared purpose and vision, The Fund for Portland Public Schools will serve as the districtwide advocacy and fundraising entity for Portland Public Schools.

I. Registration

Local School Foundations and other PPS affiliated groups and individual schools and programs that fundraise \$20,000 or more in aggregated funds or assets in the previous year are encouraged to register with PPS by September 30 in the following school year.

Registration will include the group name, names of officers of the groups and their contact information, total amount fundraised in the previous school year, and total assets.

II. Guidelines for Enrollment Drives by School Fundraising Organizations

- A. Membership enrollment materials may go out from the principal's office.
- B. No comparisons among classrooms or students are permitted.
- C. No rewards for parent participation may be offered except on a schoolwide basis.
- D. Membership enrollment is to be conducted actively by the fundraising organization itself.
- E. Fundraising organizations will not communicate, share, or maintain expected per-family or per-student fundraising targets.
- F. Fundraising organizations will provide avenues to participate for all members from the benefitting school or program who wish to participate in fundraising activities or events.
- G. Fundraising organizations will include and inform the broader school community about fundraising decision-making processes.
- H. Fundraising organizations will adhere to PPS policies and expectations.

III. Fund-Raising Limits and Guidelines

Gifts to the school by parent organizations, private individuals or private businesses in an amount greater than \$10,000 should not be accepted without the approval of the Chief Financial Officer or designee. Proceeds will be targeted towards supplemental school activities.

IV. General Criteria for Fundraising Projects on PPS Property

- A. Children will not be exploited in any way. (No fundraising activities will impose on classroom schedules, require unnecessary involvement of students during school time, etc.)
- B. Health and sanitation codes will be observed. Fundraising activities involving animals, home-baked goods, used clothing, and other activities that would violate health and sanitation codes are strictly prohibited.
- C. Activities wherein the result is determined primarily by the laws of chance, such as lotteries and raffles, must adhere to Oregon laws and the Oregon Department of Justice Charitable Gaming Rules.
- D. Activities that may endanger students, staff, or others by their actions as participants or spectators are prohibited. This includes, but is not limited to bungee jumping, balloon rides, and other high-risk activities.
- E. Alcoholic beverages are prohibited on school grounds and may not be served as part of a fundraiser on school grounds.
- F. Groups wishing to use PPS property will follow the Civic Use of Building (CUB) process.

V. Playground Equipment

Many school-based groups are interested in fundraising for schoolyard improvements. All designs, equipment and installations must be coordinated with the building principal and be approved in advance by the Real Estate, Infrastructure and School Enhancement (RISE) Department.

Guidelines established to help parent groups wishing to purchase such equipment accomplish their goals in ways that do not conflict with Board policies and regulations or create additional hazards for children will be maintained and made available through the Real Estate, Infrastructure and School Enhancement (RISE) Department.

VI. Fundraising for Staff Positions

- A. Donations for staff positions made through school and nonprofit organizations, including but not limited to cash or grant donations from school foundations, PTAs, PTSAs, PTOs, etc., may be collected solely by The Fund for Portland Public Schools and will be held in a restricted account for staff positions. The funds will be distributed according to a formula or method developed by the Parent Advisory Committee under the supervision of The Fund for Portland Public Schools.
- B. Schools may not accept more than \$15,000 per year in cumulative donations from parents, community members, and nonprofit fundraising organizations to fund Limited Term Employees (LTEs) or other contracted staff positions.
- C. Prior to accepting the donation for staff or contracted staff positions, school administrators must seek permission from the Chief Financial Officer or

designee. The request must include the following information:

- i. Requesting school or program
- ii. Principal name and email
- iii. Donor name and email
- iv. Amount of donation
- v. Intended use of donation
- vi. Date range of services

D. The Chief Financial Officer or designee will make a decision within seven days of the application. There is no appeal of this decision.

History: Adpt. 6/71; Amd. 2/75; Amd. 7/80; Amd. 10/83 ed.; Amd. 2/88; Amd. 7/88; Amd. 5/30/96; Amd. 9/01/02; 7/6/26.