Tarkington ISD

Fundraising Procedures

Purpose

Tarkington ISD recognizes that fundraisers are a valuable way to support student organizations, academic programs, athletic teams, fine arts, and campus activities. These guidelines ensure that all fundraising activities are conducted legally, ethically, and in alignment with district policies and state regulations.

Tarkington ISD has established a number of policies and procedures to provide direction and guidance regarding all fundraising activities designed to support and raise money for the general operations of the district. The policies are Board-approved and uphold the laws and statutes of the state of Texas, as well as the United States government. The Fundraising Policies & Procedures Packet is provided as a courtesy to school employees, clubs, teams and/or parent support and booster organizations to assist in the smooth operations of their fundraising activities.

Definitions

- Fundraising Activity: Any event or sale that raises money to support school-sponsored programs, student clubs, or extracurricular activities.
- Student Activity Funds (865): Funds raised by students intended for student use, under student direction.
- Campus Activity Funds (461): Funds generated by school operations but used at the discretion of the campus, not under student control.

General Requirements

1. **Approval Required**

    - Approval must **first** be obtained from the Athletic Director (if applicable), **Campus Principal.** and the **Business Office**.
    - All fundraising activities must be submitted in advance using the **TISD Fundraiser Form**.
    - Forms must be submitted **at least two weeks** prior to the proposed start date.
    - Once approved, place fundraising event on the **TISD District Events list**.
    - If a facility is needed for the fundraising event, approval is required to make sure the facility is available. Internal Facility Use form for school groups and External Facility Use form for booster clubs and non school-not for profit organizations.

2. **Authorized Groups**

    - Only school-sponsored student groups, clubs, athletic teams, booster clubs, and PTA/PTOs may conduct fundraisers.
    - Outside vendors may participate only with prior district approval and appropriate agreements on file.

3. **Number of Fundraisers**

    - Student groups are limited to **two fundraisers per school year** unless additional events are approved by the principal and superintendent/designee.

Types of Fundraisers

- Product Sales (e.g., snacks, shirts, candles)
- Service Events (e.g., car washes, fun runs)
- Food-Based Sales (must comply with Texas Nutrition Policy – see below)
- Online or Social Media Campaigns (must be coordinated with the Communications Department)

Nutritional Guidelines (Per Texas Department of Agriculture)

- Campuses may have up to six exempt days per year to sell food items that do not meet Smart Snack standards during the school day.
- Exempt food sales may not be during mealtimes in food service areas.
- All food sales must be approved in advance by the Child Nutrition Director.

Financial Guidelines

1. Tax-Free Days

    - Each organization may host two tax-free sale days per calendar year as allowed by the Texas Comptroller.
    - Coordinators must track and report these dates to the Business Office.

2. Receipting and Deposits

    - Sponsors are responsible for collecting, documenting, and submitting all funds to the campus secretary or business office within one business day of collection.

    - All funds must be deposited into an approved district account and managed through the district's accounting system.
    - Upon completion of the fundraiser the Fundraiser Reconciliation Form must be turned in to the **Business Office** with all funds raised.

3. Expense Tracking and Reporting

    - Sponsors must maintain accurate records of sales, expenses, and net profits.
    - A Fundraiser Financial Summary Form must be submitted within 10 business days of the fundraiser's conclusion.

Student Safety and Oversight

- Students may not sell door-to-door without adult supervision.
- Sponsors must ensure all activities are supervised, safe, and in compliance with district liability and risk management policies.

Use of Funds

- All funds raised must benefit the students or school program for which the fundraiser was conducted.
- Funds must be used in accordance with district purchasing procedures and may not be used for personal gain or staff-only events.

Compliance and Audits

- The district may audit any fundraiser records at any time.
- Fundraisers found to be non-compliant may be terminated, and privileges revoked.
- Repeated violations may result in disciplinary action for sponsors or group suspension from future fundraising.

FUNDRAISING PROCEDURES

OBTAIN APPROVAL FROM PRINCIPAL AND ATHLETIC DIRECTOR (IF APPLICABLE)

COMPLETE THE TISD FUNDRAISER FORM

FORMS MUST BE SUBMITTED 2 WEEKS PRIOR TO FUNDRAISER

PLACE ON DISTRICT EVENTS LIST

COMPLETE FACILITY REQUEST FORM

INTERNAL REQUEST

EXTERNAL REQUEST

AFTER FUNDRAISER- COMPLETE FUNDRAISER RECONCILIATION FORM

Tarkington ISD
Fundraiser Reconciliation Form

Date _____ Campus _____

Sponsor_____Club/Group_____

Fundraising Activity_____

Last Sale/Activity Date_____ Inventory Received _____

Total Deposits/Sales $_____ Less: Inventory Sold _____

Less: Total Cost - _____ Remaining Inventory _____

Net Profit $_____

To be completed by the Business Office:

Agree collections on the Fundraising Reconciliation Form to the deposits made.
Agree disbursements for the fund-raiser to the vendor invoice(s).
Any discrepancies noted? Yes _____ No _____

If yes, describe discrepancy noted. _____

_____ _____
Signature Date

Attach a written response from the sponsor/person responsible for the fundraiser concerning any discrepancy noted. Response should be signed and dated by the person providing it.

_____ _____
Sponsor/Person Responsible for Fundraiser Date

Please attach to the original Fundraising Permission Request and retain for your records.

Tarkington ISD
Fundraising Permission Request Form

Date _____ Campus _____

Sponsor_____Club/Group_____

Vendor _____Vendor Phone_____

Vendor Representative _____

Permission is requested to conduct the following fundraiser activity:

Specific purpose for which the net proceeds are to be used:

Fundraiser Start Date_____ End Date_____

Estimated Revenue: $_____
Less Estimated Cost of Fundraiser: $_____
Equals Estimated Net Proceeds: $_____

As the sponsor of the fundraiser,
I agree to conduct this fundraiser in compliance with UIL, state, federal, and district guidelines.
I will submit all money received for deposit and the fundraiser reconciliation form to the Business Office.
I will exercise strict control over all products and money in my possession.

_____ _____ _____
Sponsor's Name **Sponsor's Signature** **Date**

_____ _____
Principal Approval **Date**

_____ _____
Athletic Director Signature **Date**

_____ APPROVED _____ DENIED _____ _____
Administration Office Designee Signature **Date**

All fundraisers must first be approved by campus principals and athletic director (athletics fundraisers only) and then submitted to DeAnna McKay for District Fundraising Calendar approval. Please keep a copy of the Fundraiser Permission Request Form and Reconciliation Form for your records.