

**FUNDRAISING BY SCHOOLS AND
SCHOOL-SPONSORED ORGANIZATIONS**

Effective: August 18, 2020

I. Dissemination of Information

- A. The school principal will annually ensure that all HCPSS school-based employees and school-sponsored organizations are aware of the provisions of this policy and any subsequent updates.
- B. Fundraising Event Applications will be made available to all schools and school-sponsored organizations.

II. Fundraising Requests

- A. Any school-based employee, school, or school-sponsored organization wishing to raise funds must first file a completed Fundraising Event Application with the local committee at the appropriate school 30 days prior to the start of the fundraiser.
- B. Information provided on the Fundraising Event Application at the time of the request will include, but is not limited to:
 - 1. Name of the school
 - 2. Name of the organization or HCPSS employee
 - 3. Name and telephone number of a sponsor/contact person
 - 4. Date of the request
 - 5. Title, description, and requested starting and ending dates for the activity
 - 6. Name of the approved vendor to be used (if applicable)
 - 7. Anticipated income
 - 8. Intended use of funds
 - 9. Any use of student likeness or work
 - 10. Extent to which there is a purchase of goods - or remaining goods (plans for any unsold inventory)
 - 11. Facility use
 - 12. Controls of collecting money
 - 13. Sponsor Signature Block.
- C. The local committee will review and recommend to approve or deny each Fundraising Event Application received.

- D. The school-based administrator, based on the review and recommendation of the local committee, will approve or deny the request and will either notify the sponsor/contact person of the decision or request additional information.
- E. Use of school facilities is subject to the provisions of this policy and use will be denied for fundraising activities that have not been approved. All approved fundraisers involving the use of school facilities must be scheduled using the online scheduling system in accordance with school rules and Policy 10020 Use of School Facilities.
- F. The school-based administrator, in conjunction with the local committee, will coordinate the approval and scheduling of fundraising activities to avoid conflicts and competition between groups.
- G. No publicity or advertisements for fundraisers will be disseminated to students or school-based employees through the school's communication channels without an approved Fundraising Event Application.

III. Fundraising Activities

- A. School-based employees and school-sponsored organizations will plan and supervise all fundraising events that they sponsor. This includes but is not limited to fundraisers that are online.
- B. School and school-sponsored groups will plan for, organize, and manage the dissemination/promotion of fundraiser information as well as the collection of funds generated by fundraising activities to the extent practical, to not conflict or disrupt instructional time, either directly or indirectly.
- C. All funds collected and disbursed by schools and school-sponsored organizations will be administered through the school activity account in accordance with Policy 4030 School Activity Funds.
- D. Information regarding fundraising activities which are not sponsored by the school, a school-related organization or the school system must clearly identify the sponsoring organization and comply with the guidelines outlined in Policy 10010 Distribution and Display of Materials and Announcements, in order for such literature to be distributed in schools.
- E. If a fundraising activity involves the use of student artwork, permission must be obtained prior to its use.
- F. The use of student image(s) is permissible when used as part of a media release or advertising, however, if the image(s) is to be used for monetary benefit, parent permission is required prior to its use.

IV. Reporting

- A. Financial information on schools and school-sponsored organizations' fundraisers will be maintained through the school activity funds and will comply with the provisions of Policy 4030 School Activity Funds.
- B. All fundraisers held by a school or a school-sponsored organization must complete a Fundraiser Completion Report and provide it to the local committee and the principal's secretary/high school bookkeeper.
- C. Schools, programs and departments will report their fundraising activities annually to the Superintendent/designee.
- D. Financial information on all system-wide and applicable school-based fundraising activities will be provided to the Board of Education annually.
- E. Information on fundraising is available to the public.

V. Monitoring

Policy 4020 implementation procedures will be overseen by the Division of School Management and Instructional Leadership.

VI. History¹

ADOPTED: March 14, 1991
REVIEWED: July 1, 2011
MODIFIED: August 18, 2020
REVISED: January 27, 2005
 May 14, 2020
EFFECTIVE: August 18, 2020

¹ Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a that policy based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.