

# ACTIVITY FUND PROCEDURE MANUAL

## SECTION 14 FUND RAISING ACTIVITIES

### 14.1 DEFINITION OF FUND RAISING ACTIVITIES

A fund raising activity may be defined as any activity involving participation of a student body or a school-recognized student group undertaken for the purpose of deriving funds for a school-sponsored group. Included in this definition are competitive events sponsored by athletic teams, solicitations for donations and concession stands at school events.

ALL FUND RAISING ACTIVITIES MUST BE APPROVED BY THE CAMPUS PRINCIPAL AND/OR ATHLETIC DIRECTOR AND THE SUPERINTENDENT PRIOR TO ANY FUND RAISING.

### 14.2 FUND RAISING ACTIVITIES FOR A SCHOOL

#### A. GENERAL

1. Fund raising activities are not confined to regular school hours but are considered an extension of the school program. When fund raising activities are in the name of the school, all funds raised become school funds, belonging to the school-sponsored group responsible for raising the money.

2. Fund Raising activities shall in no way compete with the district's National School Lunch Program (NSLP). Food sales during the school day shall require specific approval of the food item by the Food Service Director after reviewing the nutrition label of the food item. The Smart Snack standards do not apply to food sold during non-school hours, foods sold to adults, parents, staff, and foods brought to school by a student for personal consumption. Additional information regarding the Smart Snack guidelines is available at:

<http://www.fns.usda.gov/school-meals/smart-snacks-school>

3. To request permission to conduct a fund raising activity, the club sponsor should complete the Fund Raiser Approval (Form I).

4. All requests submitted will be screened by the principal and/or athletic director and must be approved by the Superintendent.

5. When the fundraiser is complete and all financial transactions have been handled, the club sponsor should complete the Fund Raiser Financial Recap (Form J) for review by the principal and/or athletic director and submission to the business office.

6. It is important for the sponsor to account for any fund-raising products distributed to students. Students must be held accountable for the products they receive and should return the products or the money collected within the specified time frame. Tabulation of Fund Raiser Items Distributed to Students (Form K) may be used for this purpose.

7. At the elementary level, door-to-door fund-raising by students in activities sponsored by the school or by a school related organization is prohibited.

## B. ACCOUNTING FOR FUND-RAISING ACTIVITIES

### 1. Collections and Disbursements:

a. All collections must be receipted and all payments must be made in accordance with Section 4 of this manual.

b. All collections and disbursements associated with any fund-raising activity coordinated by the school or a school-recognized student group shall be transacted through the Activity Fund.

2. The club sponsor is responsible for keeping accurate records for all money-raising activities. Such records should include at minimum:

a. Distribution Lists

b. Daily Collection Reports

c. Tabulation of sales tax collections

d. Original cash receipts received for money turned in to the business office.

3. At the conclusion of the fund raising activity, the Fund Raiser Financial Recap (Form J) should be completed by the sponsor, submitted to the principal and/or athletic director and the original filed with the business office to be retained for audit purposes.

This report should indicate gross collections and list any expenses incurred relative to the activity merchandise (cost of goods, advertising, prizes, etc.). Disposition of the net profit should also be disclosed if funds were collected for a specific purpose.

Recap forms will be audited and are subject to review and/or limitations for sponsors or activity groups.