

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

229-AR-0. STUDENT FUNDRAISING

Building principals and activity sponsors should thoroughly plan with school groups so there will be a limited need for urgent or hurry-up types of fundraising requests. The farther in advance that permission is secured, the more likely it is that proper planning, as well as correct implementation of Board policy will occur.

Applicable Board policy and administrative regulations will be referenced annually in student handbooks. Copies of these administrative regulations will be available in the main office and will be distributed to activity sponsors, student treasurers of school activities and other interested individuals and groups.

Organizations that request to conduct a fundraising activity must make application to the building principal. The application form is available in the main office and contains the following information: the activity proposed, potential use of the revenue, proposed involvement by students, and other information requested by the administration.

The activity sponsor should submit the completed request form for each planned fundraiser to the building principal at least four (4) weeks prior to the start of the campaign. The application should be submitted prior to the students' involvement in ordering, selling or sales-related activity.

The building principal will reply in writing to the activity sponsor no later than two (2) weeks after receiving the application. Subject to possible review by the Superintendent, the principal will approve a fundraising activity when s/he is assured that the activity satisfies safety concerns; is consistent with the district's educational objectives and community standards; complies with federal, state and local laws; and that students are not being exploited or forced to participate. If the request is denied, the principal will state the reason for denial.

All student fundraisers will adhere to the following guidelines:

1. For safety reasons, the district strongly discourages door-to-door sales by students, unless accompanied by a parent/guardian. Students should not be used as door-to-door sales agents.
2. Items sold must be in good taste and appropriate to potential customers.
3. No student can be required to participate in a fundraiser.

4. When outside companies or agencies are used, the quality of the product and reputation of the firm must be considered. Related contracts must be reviewed and approved by the Business Manager prior to signing.
5. No money will be given to vendors prior to delivery of services. If up-front money is required, the school will keep the funds until the product is delivered.
6. Schools will not be involved in any way with fundraising activities that involve the use or sale of weapons, alcohol, tobacco, drugs or medications, and/or any material that encourages violence, immorality or abusive behavior.

Acceptable methods of fundraising include, but are not limited to, the following:

1. Bake sales.
2. Car washes.
3. Concession stand sales for one (1) season of a school activity.
4. School dances, with proper planning and supervision.
5. Sale of school-oriented products.
6. Nutritious food items.
7. Nonfood items.
8. Athletic events, concerts, recitals, dramatic performances, when held after school hours.
9. Student and/or class photographs.
10. Operation of school stores.
11. Fairs, such as book fairs, fun days, etc.
12. Seasonal gift items.

Charitable Drives

Sponsors of charitable organizations must apply to the building principal on the available form, and the fundraising activity must be approved by the principal. The principal will coordinate the scheduling of such drives with approved school fundraisers.

District-Wide Fundraisers

Applications for district-wide fundraisers will be submitted on the available form to the Superintendent.

District administrators will cooperatively review the application and determine if approval will be granted.

Control Of Funds

All funds collected through student fundraisers are governed by Board policy 618 Student Activity Funds and relevant implementing administrative regulations.

Faculty sponsors are responsible for depositing in the main office all money collected through fundraising activities. Deposits should be made as soon as possible after collection, and under no circumstances will money be left in classrooms or student lockers.

Money deposited in the main office requires a deposit receipt to be issued to the depositor. Once deposited, money cannot be removed without permission of the principal. Uncounted money must be placed in a sealed envelope and counted by the depositor at a later time.

All applicable sales tax must be paid on fundraiser items.

All financial statements regarding fundraising projects will be signed by the student officers and faculty sponsor and retained until the student activities fund has been audited.

Faculty sponsors will complete the Financial Report form and submit it to the building principal within thirty (30) days after the ending date of the fundraising project.