



Fundraising 4.1(D)(3)

Purpose

It is the commitment of City Schools of Decatur (CSD) to ensure transparency in processes and commit to good stewardship of financial contributions made to our schools including from parent organizations such as PTAs/PTOs and Booster Clubs. Fundraising in the school system provides the means for schools and our parent organizations to provide enhanced opportunities for students and staff. However, it must be noted that nothing within these guidelines is construed as a directive or encouragement for schools to undertake fundraising activities. This Administrative Regulation (AR 4.1(D)(3)) has been developed to ensure that transparency and good stewardship of funds is adhered to, that the educational process is not interfered with, that students are not pressured into commercial entrepreneurship, and that acceptable accounting and financial procedures are followed.

Principals are to review guidelines in AR 4.1(D)(3) with parent organizations, parents, and any staff member prior to providing the Fundraiser Guidelines and Fundraiser Request Form to individuals requesting approval for a fundraiser.

Fundraisers are divided into two categories:

- 1) Internal Fundraising is defined as school-based events to raise funds for a club, student organization, team sport, department and any general fundraising where the school will use such monies collected to directly pay for goods and/or services that benefit the school and the students attending that school, including book fairs, restaurant nights, etc.
- 2) External Fundraising is defined as parent organizations such as PTA/PTO/PTSA/Booster Clubs or any other recognized partner organization as approved by the superintendent or his/her designee to raise funds and use monies collected to directly benefit the school, team, or club that the partner organization supports.

Internal fundraising in schools is conducted by the principal or his/her designee and may involve staff, students, parents groups and typically some use of school facilities and/or grounds. All such fundraising activities must be in accordance with these guidelines and Board Policy. While the number of these fundraisers is not specifically limited in schools, the principal is responsible for carefully monitoring and controlling such activities.

External fundraising by parent organizations as defined above must be conducted in accordance to the External Fundraising Guidelines for Parent Organization. This type of fundraising requires approval of the principal prior to proceeding with any activity.



Internal Fundraising Guidelines for Schools

General Guidelines for Internal Fundraisers

1. Requests to initiate fundraising activities should be submitted to the principal on the Fundraising Request Form for approval. The principal's decision to approve or deny the activity must be based on the guidelines found in AR 4.1(D)(3). After the principal approves the activity, the Fundraising Request Form is forwarded to the Superintendent or his/her designee for final approval. Both the principal and the Superintendent or his/her designee must approve the activity prior to any commitments to vendors and prior to the start date of the activity. Once the approval signatures are secured, one copy remains with the central office, one copy with the principal or designee (typically the school bookkeeper) and one copy with the requesting party.
2. Fundraisers for team sports that are not run through a Booster Club must first be approved by the Athletic Director and then by the principal and the superintendent or his/her designee.
3. Fundraisers intended to secure computer equipment must be approved by the Executive Director of Information Services.
4. Whenever possible, fundraising activities should demonstrate the district's commitment to promoting health and wellness. The sale of food items should be aligned with the healthy snack options outlined by the CSD Health and Wellness Plan. Schools should also check with the school nutrition department to ensure food items being sold do not interfere with breakfast or lunch times.
5. Fundraising activities are to last no longer than a two week period unless prior approval is granted by the principal.
6. All internal fundraising activities need a CSD employee working at the site to serve as a local school sponsor and the main contact for the activity. This local school sponsor cannot be the school bookkeeper due to cash handling procedures outlined in the CSD Finance Handbook.
7. Third-party fundraising forums such as "GoFundMe" or "Donors Choose" will not be approved as a means of collecting / raising funds for internal fundraising activities.
8. The "Fundraising Recap" section of the Fundraising Request Form must be completed and submitted to the principal or his/her designee within 5 working days of last day of the fundraising activity in duplicate. The sponsor of the fundraising activity keeps one copy and the principal or his/her designee keeps the other copy.
9. Funds raised through a fundraising activity need to be deposited directly to the account for the club / team or department sponsoring the activity. After funds are deposited, an updated account statement must be provided to the fundraiser sponsor.
10. Staff members involved in fundraising must receive the following record-keeping materials / forms from the principal or his/her designee:



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- a. Fundraising Request Form
 - b. Monies Collected Form
 - c. Receipt Book
 - d. Review of Cash Handling procedures in the CSD Finance Handbook
11. Members of the school staff are personally responsible for all products and any money handled during the fundraising activity.
- a. Security arrangements for all products are to be made with an administrator. With permission of the school principal, fundraising products may be kept in classrooms overnight if they are locked in a secure place.
 - b. Students should take orders prior to the actual delivery date of products whenever possible. Students are limited to handling goods valued at no more than \$30.00 before additional products are released for distribution, unless accompanied by a parent or guardian.
 - c. Monies collected from students must be turned over to the staff member in charge of the finances each day.
 - d. A receipt book must be kept by each fundraising advisor with a record of monies received, including students' names and dates. Receipts shall be given to students and parents/guardians each time money is received from them.
 - e. All invoices related to the payment for fundraising merchandise must be submitted to the staff member in charge of finances (bookkeeper, principal, or his/her designee).
 - f. Under no circumstances is money to be kept in classrooms, taken from the building by the fundraising advisor or deposited into a private account.
 - g. All financial records related to fundraising activities must be retained for a period of five years for audit purposes.
 - h. All fundraising activities are subject to periodic audits by the CSD independent auditing firm.
 - i. Only the Superintendent has authority to sign contracts with fundraising companies and / or contracts.
 - j. Staff advisors assume personal responsibility for all monies collected up until those monies are deposited with the school office.

External Fundraising Guidelines for Parent Organizations

The City Schools of Decatur is fortunate to have parent groups who actively participate with school staff in improving the education of students. Many of these parent groups are



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PTAs/PTOs and/or Booster Clubs. As PTAs/PTO/PTSAs are tied to nationally recognized parent organizations, they have a predetermined financial reporting structure and need to abide by those regulations for financial reporting purposes. However, as these organizations are tied closely to CSD schools, there must be agreement between the organization and the school system regarding fundraising and accounting of funds. Booster clubs need to have standing constitutions and bylaws to provide guidance on financial accounting regulations.

General Guidelines for Parent Organization Fundraisers

1. Parent organizations may wish to engage in fundraising for the purpose of assisting school organizations. Such fundraising projects should be undertaken only with the approval and support of the parent organization and not as an individual effort.
2. Fundraising should be limited to specific objectives rather than to increase the treasury.
3. The following procedures must be followed in parent organization fundraisers activities:
 - a. Parent organizations must keep the principals of the schools they represent informed of all fundraising projects. This will ensure that activities are within the guidelines of CSD and will prevent duplication of activities.
 - b. All fundraising projects are limited to a 2-week selling period or a time pre-approved by the school principal.
 - c. A summary of the fundraiser shall be prepared by the treasure and a copy submitted to the principal.
 - d. Prior to the orders of fundraising products, careful consideration should be given to the storage and safekeeping of the products to be sold.
 - e. All orders for fundraising products should be processed through the treasure or the designated officer.
 - f. A careful record should be kept of all products issued to those receiving the products to be sold. Each individual receiving products should sign for them. It is suggested that no student receive more than \$30.00 worth of products at one time, unless accompanied or authorized by a parent or guardian.
 - g. As money is turned in, individual receipts should be issued.
 - h. All monies collected by the organization's treasurer should be deposited in the organization's bank account on a regular basis. Money shall not be kept in an individual's home or in a staff member's classroom or desk.
 - i. School facilities may not be used for fundraising not related to school activities.
 - j. All fundraising activities are subject to periodic audits by the Board's independent auditing firm.



Guidelines Related to Use of Funds Generated from Internal or External Fundraisers

Source of Funds

The money that schools acquire for their general local school funds come mostly from the following sources:

1. Book Fair Sales
2. Interest from the various organizations / activity club accounts
3. Money left over from defunct clubs / organizations / club activity accounts
4. School Pictures
5. Donations and fundraising activities

Expenditure of Funds

1. Expenditures from local general funds are to be for the direct or indirect benefit of the student body. The basic purpose of such funds is to promote the general welfare and morale of the students and to benefit them as a whole. Examples of these types of expenditures include but are not limited to the following:
 - a. Field trips for students
 - b. Student recognition
 - c. Special speakers and programs
 - d. Special equipment for students' use, such as computers, reading materials, and special classroom materials
 - e. Student classroom supplies
2. There are some expenditures from the local school fund (principal's account) that have a positive impact upon the school and may be indirectly related to students. Expenditures of this type are to be closely monitored by the principal. These expenditures include but are not limited to the following:
 - a. Coffee, donuts, in-school luncheons and breakfasts for parents and special visitors to the school
 - b. Coffee and donuts for staff members at special times such as inservice days or for special recognitions
 - c. Miscellaneous expenses relative to improving the school and its surroundings
3. General guidelines and procedures when making purchases, principals must consider the following:
 - a. Safety of the equipment being purchased
 - b. Adaptability to the curriculum
 - c. Purchase price, including installation and repair costs



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- d. For assistance in these matters, principals should contact the appropriate department or division prior to raising funds used for the purchase equipment, make additions and / or renovations to school facilities or grounds.

Questions about this regulation should be directed to the Executive Director of Schools.

Related Board Policy: 2.8

Approved by Cabinet: August 5, 2019