

# CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: February 12, 2019

REVISED:

## 229-AR-0. FUNDRAISING

### Fundraising Organizations

#### Home and School Organization/Parent Booster Groups

1. The purpose of a fundraising activity shall be determined in advance and must be approved by the principal.
2. The following criteria shall apply to all fundraising activities:
  - a. Door-to-door sales are prohibited
  - b. The fundraising organizations shall be responsible for the administration of the sales activities and the proper collection and disbursement of funds
  - c. Prizes for sales are permitted with the understanding that every participating student will receive a token prize; but prizes of substantial monetary value (more than \$15.00) are prohibited
  - d. The monetary value of prizes shall be provided to the principal in advance of seeking the principal's approval for the fundraising activity
  - e. Student participation shall be on a voluntary basis
3. Major fundraisers may be limited at the discretion of the principal.
4. Major fundraisers are defined as activities providing a significant portion of the group's budget.

#### Student Groups

1. Student groups may conduct fundraising activities in the Middle Schools and High School only.
2. School-wide fundraisers shall be open to all students who are enrolled.
3. The purpose of a fundraising activity, as well as the disposition of profits and the extent of expenses, shall be determined in advance and must be approved by the principal.

#### Fundraising for Special Projects

1. Person(s) or organizations involved in fundraising for special projects must have prior Board approval.

2. The purpose of a fundraising activity, and the expenditure of the profits shall be determined in advance.
3. Said person(s) or organizations must present a proposal for Board approval. Monies or gifts received valued in excess of ten thousand dollars (\$10,000.00) must follow the guidelines per Policy 913.1 Business Affiliations.
4. Per Policy 916. Volunteers, clearances may be required.

Regulations Applicable to Fundraising Groups

1. Any student group/organization or parent booster group requesting approval for a fundraising activity shall submit to the principal a completed FUNDRAISING ACTIVITY PROPOSAL form a minimum of three weeks in advance of the proposed fundraising period. (229-AR-1)
2. Any group organized for fundraising for special projects must have Board approval in advance of the proposed fundraising.
3. The principal shall ensure that all required forms are completed, including Facility Use Forms, and certificate of insurance as required. The principal shall notify the requesting group or organization of the status of the request as soon as possible.
4. Any proposed fundraising activity involving exceptions to District procedures are to be submitted to the Superintendent for action.
5. The Centennial School District shall require student fundraising groups to submit a financial report to the principal within 30 days after the conclusion of each student fundraising activity (229-AR-3). The principal shall ensure that the financial report is correct and any inventory is properly accounted for and that the funds are deposited in the appropriate account and shall forward a copy of the fundraising financial report to the Business Office.
6. All fundraising activities shall be conducted during non-instructional time. Food or beverage items may not be sold during meal times.
7. Students shall not participate in the following fundraising activities:
  - a. Bingo
  - b. Gambling (card games, dice, etc.)
  - c. Direct selling of any chances and/or raffle tickets
  - d. Events involving alcohol
8. The Centennial School District shall not directly or through parent or booster groups sponsor activities involving outside amusement contractors for multi-day events that are open to the general public and held on School District property.

Guidelines for Administrative Review of Proposals

When acting upon fundraising proposals, the principal shall take into account the following factors:

1. Health, safety and welfare of students - PA Nutrition Standards applying to fundraisers available for sale or consumption during the school day
2. Impact on school or community
3. Conflict of interest
4. Legal implications
5. Financial need
6. Purpose of fundraising
7. Policy 707. Use of School Facilities

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## 229-AR-1. FUNDRAISING ACTIVITY PROPOSAL

To be Completed by Sponsor/Officer of Requesting Organization

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Name of School \_\_\_\_\_

Name of Sponsor/Officer \_\_\_\_\_

Fundraising Activity \_\_\_\_\_

Purpose of Fundraising Activity \_\_\_\_\_

Involvement of Students \_\_\_\_\_

Activity Dates: Begin \_\_\_\_\_ End \_\_\_\_\_

Monetary Value of Prizes \_\_\_\_\_

To be Completed by Principal

Other Requirements (check if applicable)

Facility Use Application  Other \_\_\_\_\_

Certificate of Insurance, if required

Deposit to:

CSD Clearing Account  Current Account \_\_\_\_\_

CSD Student Activity Account

Additional Factors \_\_\_\_\_

Principal's Recommendation:  Approval \_\_\_\_\_  
(Signature and Date)

Denial \_\_\_\_\_  
(Signature and Date)

Asst. Superintendent's Recommendation:  Approval \_\_\_\_\_  
(Signature and Date)

Denial \_\_\_\_\_  
(Signature and Date)

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## 229-AR-2. STUDENT FINANCIAL REPORT

The Centennial School District shall require student fundraising groups to submit a financial report to the principal within 30 days after the conclusion of each student fund raising activity (229-AR-3. Student Group Fundraising Financial Report). The principal shall ensure that the financial report is correct and any inventory is properly accounted for and that the funds are deposited in the appropriate account and shall forward a copy of the fund raising financial report to the Business Office.

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## 229-AR-3. STUDENT GROUP FUNDRAISING FINANCIAL REPORT

ORGANIZATION \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

EVENT \_\_\_\_\_

ADVISOR/COACH \_\_\_\_\_

RECEIPTS:

(SOURCE)	(AMOUNT)
_____	\$ _____
_____	\$ _____
_____	\$ _____
	TOTAL \$ _____

EXPENSES: (ATTACH ORIGINAL RECEIPTS & VOUCHERS)

(ITEMIZED)	(AMOUNT)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	TOTAL \$ _____
	NET TOTAL \$ _____

LEFTOVER INVENTORY \_\_\_\_\_

FUNDS DEPOSITED TO (ACCOUNT #) \_\_\_\_\_

I HAVE REVIEWED THE ABOVE AND AM SATISFIED THAT THE DISPOSITION OF FUNDS  
COMPLIES WITH POLICY 229. STUDENT FUNDRAISING.

SIGNATURE OF PRINCIPAL \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_