

**COMMUNITY/SCHOOL FUND RAISING**

The Centennial School Board recognizes that organizations such as home and school associations, student councils, booster groups and other school related organizations provide support to students through fund raising efforts. All fund raising activities must have prior approval. Students may not sell fund raising items for non-approved activities on school grounds.

The Superintendent is responsible for the implementation of this policy, which includes annual review with the principals.

**Policy: 6.1**  
Adopted:.....06/13/78  
Amended:.....06/25/85  
                  .....11/14/89  
                  .....01/12/93  
                  .....12/10/96  
                  .....08/15/00  
                  .....02/08/05  
                  .....02/26/08

Administrative Procedures Regarding  
Community/School Fund Raising

I. Fund Raising Organizations

A. Home and School Organization/Parent Booster Groups

1. The purpose of a fund raising activity shall be determined in advance and must be approved by the principal.
2. The following criteria shall apply to all fund raising activities:
  - a. Door-to-door sales are prohibited
  - b. The fund raising 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 fund raising activity
  - e. Student participation shall be on a voluntary basis
3. Major fund raisers may be limited at the discretion of the principal.
4. Major fund raisers are defined as activities providing a significant portion of the group's budget.

B. Student Groups

1. Student groups may conduct fund raising activities in the Middle Schools and High School only.
2. School-wide fund raisers shall be open to all students who are enrolled.
3. The purpose of a fund raising 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.

II. Fund Raising for Special Projects

- A. Person(s) or organizations involved in fund raising for special projects must have prior Board approval.
- B. The purpose of a fund raising activity, and the expenditure of the profits shall be determined in advance.
- C. Said person(s) or organizations must present a proposal for Board approval.

- D. Monies or gifts received valued in excess of ten thousand dollars (\$10,000.00) must follow the guidelines per Policy 6.7, Business Affiliations.
- E. Per Policy 5.14, Volunteers, clearances may be required.

III. Regulations Applicable to Fund Raising Groups

- A. Any student group/organization or parent booster group requesting approval for a fund raising activity shall submit to the principal a completed FUND RAISING ACTIVITY PROPOSAL form a minimum of three weeks in advance of the proposed fund raising period. (Attachment A)
- B. Any group organized for fund raising for special projects must have Board approval in advance of the proposed fund raising.
- C. 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.
- D. Any proposed fund raising activity involving exceptions to District procedures are to be submitted to the Superintendent for action.
- E. The Centennial School District shall require student fund raising groups to submit a financial report to the principal within 30 days after the conclusion of each student fund raising activity (Attachment B). 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.
- F. All fund raising activities shall be conducted during non-instructional time. Food or beverage items may not be sold during meal times.
- G. Students shall not participate in the following fund raising activities:
  - 1. Bingo
  - 2. Gambling (card games, dice, etc.)
  - 3. Direct selling of any chances and/or raffle tickets
  - 4. Events involving alcohol

- H. 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.

IV. Guidelines for Administrative Review of Proposals

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

- A. Health, safety and welfare of students - PA Nutrition Standards applying to fund raisers available for sale or consumption during the school day
- B. Impact on school or community
- C. Conflict of interest
- D. Legal implications
- E. Financial need
- F. Purpose of fund raising
- G. Policy 6.2, Facility Use

**CENTENNIAL SCHOOL DISTRICT**  
**FUND RAISING ACTIVITY PROPOSAL**

Section I. To be Completed by Sponsor/Officer of Requesting Organization

- A. Name of Organization \_\_\_\_\_  
(Date Submitted)
- B. Sponsor/Officer \_\_\_\_\_
- C. Fund Raising Activity \_\_\_\_\_
- D. Purpose of Fund Raising Activity \_\_\_\_\_  
\_\_\_\_\_
- E. Involvement of Students \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- F. Activity Dates: Begin on \_\_\_\_\_ End on \_\_\_\_\_
- G. Other Information (including monetary value of prizes) \_\_\_\_\_

Section II. To be Completed by Principal

- A. Other Requirements (check if applicable)
  - Facility Use Form (specify)  Other \_\_\_\_\_
  - Certificate of Insurance (Booster Groups Only)
- Deposit to: Other:
- B.  CSD Clearing Account  Current Account specify \_\_\_\_\_  
 CSD Student Activity Account  New Account specify \_\_\_\_\_
- C. Additional Factors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Principal's Recommendation  Approval \_\_\_\_\_  
(Principal's Signature)  
 Disapproval \_\_\_\_\_  
(Date)

Copy to:  
Superintendent  
Applicant(s)  
Principal  
Director of Business Admin.

**CENTENNIAL SCHOOL DISTRICT**  
**STUDENT GROUP FUND RAISING FINANCIAL REPORT**

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

**EVENT** \_\_\_\_\_

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

**RECEIPTS:**

<b>(SOURCE)</b>	<b>(AMOUNT)</b>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		<b>TOTAL \$</b> _____

**EXPENSES: (ATTACH ORIGINAL RECEIPTS & VOUCHERS)**

<b>(ITEMIZED)</b>	<b>(AMOUNT)</b>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		<b>TOTAL \$</b> _____
		<b>NET TOTAL \$</b> _____

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

**FUNDS DEPOSITED TO (SPECIFY ACCOUNT)** \_\_\_\_\_

**I HAVE REVIEWED THE ABOVE AND AM SATISFIED THAT THE DISPOSITION OF FUNDS IS IN COMPLIANCE WITH POLICY 6.1.**

**SIGNATURE OF PRINCIPAL** \_\_\_\_\_ **DATE SUBMITTED** \_\_\_\_\_

Copy to:  
Superintendent  
Applicant(s)  
Principal  
Director of Business Admin.