

FUNDRAISING PROCEDURES

- All fundraisers should fall within federal, state and district guidelines.
- All fundraisers should benefit the organization, group or sport as a whole, not individuals.
- Most districts limit the number of fundraisers allowed each year by grade level, sport, etc.

FUNDRAISING PROCEDURES

- Schools can't require students to participate in fundraisers.
- A student can't be denied the opportunity to receive a benefit from a parent organization because of lack of participation in a fund-raiser because a specific amount of revenue was not raised.
- Students shouldn't be allowed to go door-to-door

FUNDRAISING PROCEDURES

- Games of Chance

Organizations should exercise extreme caution using raffles or other games of chance as fundraisers. Refer to AG opinion 89-00168

Selling \$100 ticket for change to win a larger sum of money

FUNDRAISING PROCEDURES

- All funds collected from the sale of fundraiser items **MUST** be receipted by the school
- Funds should **NEVER** be deposited into a personal account (teacher, coach, etc.)
- All money collected shall be deposited timely (**BIG ISSUE**) and intact

FUNDRAISING PROCEDURES

- Funds shouldn't be held for weeks, deposit as collected (timely).
- No checks should be written by the person collecting the money and keep the cash, this is not depositing the money intact!
- Do not make payment for fundraising items from cash collected, a check from school funds should be issued.

FUNDRAISING PROCEDURES

- Sales awards for students should be pre-determined and approved by the principal (and be recorded on the approval form).
- A school employee can't receive a gift or gratuity from the fundraising vendor. This could be considered ethics violation.
- A report should be ran and provided to the teacher(s) and principal at the conclusion of the fundraiser showing how much the fundraiser actually made for the class, school, etc.

FUNDRAISING PROCEDURES

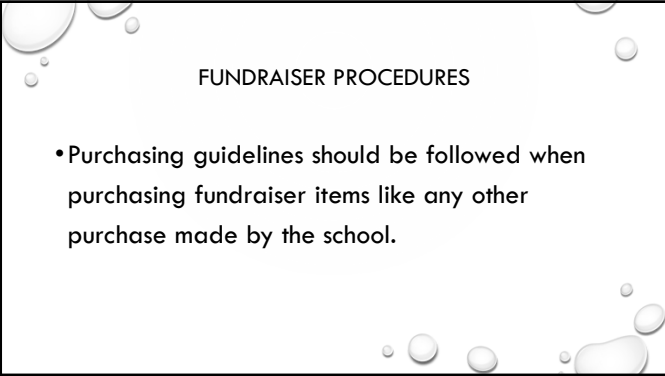
- If a check from a fundraiser is returned and can not be collected, the returned check should go against the profit made by the organization.

FUNDRAISING PROCEDURES

- FUNDRAISERS MAY NOT INVOLVE THE SALE OF FOOD OF MINIMAL NUTRITIONAL VALUE DURING THE SCHOOL DAY.
- FUNDRAISER ITEMS TO BE SOLD SHOULD BE THE BEST PRODUCT VALUE FOR THE PUBLIC

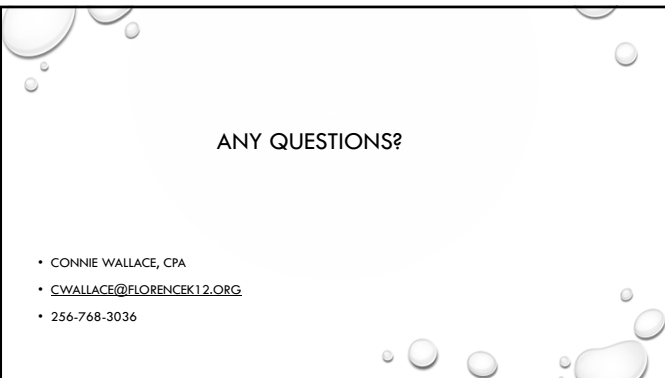
FUNDRAISING PROCEDURES

- Fundraisers can be one way that theft occurs in a school setting. For example: If a student is selling candy bars and they do not turn the money or the candy back in, what do you do? You can't take up the candy bars if they have already been eaten.
- The best way to ensure this doesn't happen is to prepay for items before sending them home with students. This is the most common way school fundraisers work.



FUNDRAISER PROCEDURES

- Purchasing guidelines should be followed when purchasing fundraiser items like any other purchase made by the school.



ANY QUESTIONS?

- CONNIE WALLACE, CPA
- CWALLACE@FLORENCEK12.ORG
- 256-768-3036
