

## Fundraising Procedures and Guidelines

These procedures are to support the following board approved policies:

Policy 6605 Crowdfunding

Policy 5830 Student Fundraising

Policy 7230 Gifts, Grants and Bequests

### Definitions:

**Fundraiser or Fundraising Activity(ies)** means a school or district sponsored activity or event that uses students and/or staff to generate funds. A fundraiser may involve the sale of goods or services, the solicitation of monetary contributions from individuals and/or businesses, or any other lawful means or methods using students and/or staff to generate funds. The primary purpose of a Fundraiser is to raise monies to provide financial support to the school or any of its groups, teams, or programs. As provided in this policy, certain Fundraising Activities may also be organized to benefit a particular charity or for other charitable purposes.

**Crowdfunding** is the practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the internet. Examples of Crowdfunding- GoFundMe, Donors Choose, AdoptAClassroom, etc. Crowdfunding is a form of Fundraising and should follow the procedures for Fundraising approval as well as the required Crowdfunding documentation as outlined in Board Policy 6605.

### Responsibilities:

**Principals** have ultimate responsibility for the proper handling of activity funds on their campus, the correct accounting for these funds, and overall adherence to the procedures and guidelines.

**Building Bookkeepers** are responsible for following procedures and guidelines in processing transactions. They may assist the sponsor with the entry of purchase orders or direct payment requests. They will also deposit and account for the funds received from the sponsor, as per the State Board of Accounts ECA Manual.

**Coaches, staff members, club and activity sponsors** are responsible for following the procedures and guidelines. The approved sponsor of the activity or club is responsible for the fundraiser, the product and the collection of funds.

**The Business Office** is responsible for maintaining and updating these procedures and guidelines for activity funds, providing training, processing requests for payments, and reviewing the activity of the funds to ensure adherence to procedures and guidelines. The Business Manager or Superintendent are responsible for reviewing contracts related to fundraising and executing those contracts.

## **Griffith Fundraising Parameters**

Fundraisers provide resources for building needs that are extra-curricular in nature such as athletic needs, club needs, student activity needs, etc. Fundraisers need to be scheduled and approved through a process to ensure they comply with proper accounting procedures and do not conflict with other activities within the district. These parameters apply to ALL fundraisers conducted by boosters, parent support organizations, clubs, athletics and student groups.

- The group should not have a fundraiser for the sole purpose of accumulating funds in their extra curricular account. Fundraisers should be conducted to fund a specific purpose , which should be stated on all fundraising material distributed to the public.
  - The proceeds raised must then be used for the specific cause/purpose. For example, if a car wash is held to fund a field trip then the funds must be used on the field trip.
- Students cannot be required to participate in fundraisers and cannot be required to raise a certain amount or sell a certain number of items. All money raised must be used to benefit all students of the group or school.
- A fundraiser cannot be held to underwrite the cost of supplies or materials for a curriculum or educational function.
- Fundraising activities shall not interfere with the instructional program or time.
- The solicitation of money, goods and/or services from local businesses may be allowed only with administrative approval. Administration should be sensitive to the number of fundraising activities soliciting directly from local businesses.
- All food sales must comply with our Wellness Policy 8510. Please be mindful of the types of foods that can be sold during the school day and the times these items can be sold during the day. Fundraisers cannot be in direct competition with our federally funded food service program.

## **Fundraising Procedures** (This applies to Crowdfunding as well.)

At least 4 weeks prior to initiating any sales from a fundraiser, the sponsor must receive written approval via the Fund Raising Project/Report Form to conduct the fundraiser. The sponsor shall report the profit or loss of the fundraiser to the bookkeeper within 14 days of the completion of the fundraiser. Failure to secure approval for a fundraiser and/or submit a final accounting of the fundraiser may lead to restrictions on future fundraisers.

1. The campus principal should pre-approve all fundraisers. The sponsor should complete a Fundraising Project/Report Form for submission to the principal for approval. The Form is then submitted to Central Office for final approval.
  - a. The Fundraiser Approval Form shall be submitted as soon as the sponsor has decided to hold a fundraiser; however NO later than four week prior to the start of activities.
2. Once approval has been received for the fundraiser the sponsor must follow the building purchasing procedure, including requesting a purchase order to the vendor for the items to be sold. This is not required for fundraisers involving events or performances.
3. Sponsor responsibilities:

- a. The sponsor is responsible for maintaining accurate records of all sales activities and accounting for all items purchased from vendors for resale.
  - b. Sponsors should take care to select a reputable company for the purchase of fundraising materials. In addition, the sponsor should maintain a good relationship with district vendors by submitting bills to the bookkeeper for payment in a timely manner.
  - c. Sponsors must keep control of the merchandise and money. Both should be secured at all times.
  - d. Sponsors should keep accurate records of purchased items and funds received, collect all money due to the activity account, and keep a detailed list of any amounts due from students. Sales details should be turned in to the bookkeeper with all funds collected on a daily basis. The principal should be notified if student obligations are not paid.
4. Within 14 days of the conclusion of the project, the sponsor shall submit the fundraising accounting information to the bookkeeper.

### **Griffith Crowdfunding Procedures**

Whether conducting a traditional fundraiser or seeking donations through the use of an online fundraising site, all district fundraising procedures are to be followed. When funds are raised for the benefit of the district, those funds must flow through either the district or an approved organization (PTA, Booster Club, Student Clubs, etc.). In addition to the other procedures required by this document, the following procedures shall be adhered to when conducting a fundraiser via an on-line donation site that uses connections to the Griffith School Corporation to raise funds/products. A Crowdfunding fundraiser is referred to as a campaign below.

1. The individual seeking funds completes the Fundraiser Approval Form. The principal reviews and approves the campaign for appropriateness, ensures the campaign meets goals and objectives as it relates to the organization, and oversees the campaign.
2. The campaign is established in compliance with the following requirements:
  - a. Include the district, school, and teacher's name on project website
  - b. Set a project deadline of 30 days or less
  - c. The funds should only be deposited into the school or parent support organization's bank account and NOT a staff member's personal account.
  - d. Provide information to donors regarding service fees to be deducted from their on-line donation
  - e. Follow district purchasing requirements when using funds collected
  - f. Ensure technology items meet district technology requirements and are approved by the IT Director
  - g. Understand items purchased with fundraising/crowdfunding funds are district property
  - h. Ensure donations are safeguarded at time of delivery
  - i. Satisfy other requirements by the online site. For example: letters or photos showing project completion; payment of shipping costs, copyright requirements, etc. (No photos of students should be used.)
  - j. Upon completion of project, report donations received to the Bookkeeper

Individuals seeking funds via an on-line fundraising site may **NOT**:

1. Withdraw funds into personal banking accounts (funds should be requested from the site via a paper check or set up by the school bookkeeper to be direct deposited into the ECA bank account)
2. Ask for donated items to be mailed to employee homes
3. Seek funding for personal reasons, individuals, political reasons, or start-up businesses using a connection to Griffith School Corporation
4. List fundraising for a charity (i.e. Red Cross fundraising for a local natural disaster) unless approved by the Principal
5. Pressure parents, students, or others to make donations to the site
6. Set up the campaign on the site without the proper approval

## **Cash Handling Procedures**

### **Control Procedures for Funds**

The principal, teachers, and clerical staff are placed in a position of extraordinary trust by parents and students when student funds are placed in their care. Adequate measures to control these funds will assure parents and students that the funds are being handled properly. It is for the purpose of providing this assurance and protection that Extra Curricular Fund control procedures have been established.

### **Depositing Funds Collected**

All money collected by club sponsors, fundraiser sponsors, teachers, secretaries, or principals should be deposited at the bank in a timely fashion. If funds cannot be deposited, they should be turned in to the principal's office for placement in a safe or designated area until the deposit can be made. As a general guide, all funds shall be deposited within three days.

***Under no circumstances should collected funds be kept in a desk, classroom, purse or other unsecured location.***

**Expenses CANNOT be taken out of cash receipts before deposited.** Total funds collected are to be deposited with requests for payment (Purchase Orders) to be prepared in spending funds.

1. Checks should be made payable to the school. All checks should be endorsed with a "restrictive endorsement" upon receipt ("ForDeposit Only").
2. Each deposit slip must contain the following information:
  - a. The date and the amount of the deposit.
  - b. Cash amount.
  - c. Check listing, including check number and amount.
  - d. Back up documentation that includes a brief description of the revenue source and associated club/activity (i.e. candle sales for cheer, candy sales for band, T-shirt sales for football, etc.)
3. When depositing large amounts of cash, it is recommended that the person making the deposit remain with the teller until the transaction is verified. This will prevent any discrepancies that may arise in calculated totals.

4. Deposits are made using the two-part deposit slip.
5. All deposits must also have a deposit confirmation from the bank that the deposit was received. The totals on the bank deposit confirmation should match the bookkeeper prepared deposit form.

All money collected must be submitted in the same form as collected. A staff member is not to substitute his/her personal check for cash collected. No personal checks are to be cashed from the funds collected. Sponsors are not to take money home or leave it unsecured in a classroom.