

STUDENT FUND-RAISING ACTIVITIES

Student activities related to the school curriculum or physical needs within the school building and/or on the grounds will normally be purchased with District funds. These needs should be identified by the principal with staff, student, and community input prior to the school district's annual budget adoption.

When special needs arise that cannot be covered through school district funds in one year, assistance can be provided through fund-raising by internal school groups such as PTA/PTO, booster clubs, band clubs, etc., which have primarily parent membership. However, the following procedures should be explained by the principal and followed by the fund-raising group or organization.

1. **PRE-FUND RAISER PROCEDURES:**
Before the fund-raiser, each organization, i.e., PTA/PTO, is to establish a budget that projects revenue needs and items to be purchased. Fund-raising should be limited to supplementing the approved budget of each school or its organizations' budgets. Monies from fund-raising may be used to provide equipment and activities for the school that the District budget does not provide in any school year.
2. **CALENDAR:**
Fund-raising activities should be projected ahead of time and placed on each school's calendar of activities. The time period should be decided in a cooperative way with the principal giving final approval.
3. **IN-SCHOOL FUND RAISERS:**
In-school fund-raisers conducted, such as T-shirt sales, plant sales, carnivals, bazaars, book fairs, etc., should be determined and approved by the sponsoring group and the principal.
4. **OUTSIDE SCHOOL FUND RAISERS:**
Fund-raisers conducted outside the school must be approved by the principal. Outside the school fundraisers are defined as students leaving the school with order brochures for products, sponsor sheets, or products in hand to sell.
5. **PARENTAL PERMISSION:**
Parental permission is necessary for all participants. Children and adults should be informed of the goal the organization is trying to achieve. Any student selling items in the community must have identification provided by the school to verify that the activity is approved. Identification should include: school name, student name, item(s) to be sold, cost of item, and purpose of fund-raiser.
6. **VOLUNTARY PARTICIPATION/QUOTAS:**
Students cannot be compelled to participate, and absolute quotas cannot be set.
7. **PRODUCT APPROVAL:**
All products should be approved by the principal and the organization's fund-raising committee and should be quality and affordable items.

8. **DEPOSITORY FOR FUNDS:**
Monies collected by an organization not chartered or audited by the school district should be deposited to the organization's own bank account. Receipts collected through a student or faculty fund-raiser should be deposited each day through normal depository procedures outlined by the Pattonville School District business office.
9. **CAMPAIGN TIME LIMITS:**
No fund-raising campaign shall last longer than fourteen (14) calendar days, unless permission is granted by the school principal.
10. **FUND-RAISING APPLICATION:**
The fund-raising application, IDGF-R-E, for clubs and organizations should be obtained from the principal, completed, returned to the principal, and submitted to the associate superintendent for administration for approval.
11. **INSTRUCTIONAL TIME TO BE PROTECTED:**
A minimal amount of effort should be placed on the school district employees responsible for classroom instruction during the fund-raising campaign. Sales, collection of funds, and distribution of products must occur during non-instructional time.

Elementary Schools

1. Elementary school fall fund-raising MAY NOT begin until the Friday before the last week in September.
2. Elementary schools are encouraged to conduct only one fund-raiser per year outside the school through the PTA/PTO.
3. In addition, one fund-raising activity for a non-profit community organization, such as muscular dystrophy, Jump Rope for Heart, cancer, etc., may occur each year before or after the instructional school day. This activity must be approved by the school principal, with notification to the chief financial officer.

Middle Schools

1. Middle school fall fund-raising may begin in August and continue during September.
2. Middle schools are encouraged to conduct only one fund-raiser per year outside the school through the PTA/PTO.
3. In addition, middle schools are encouraged to conduct only one fund-raiser per year outside the school for non-profit organizations, such as muscular dystrophy, etc. This activity must be approved by the school principal, with notification to the chief financial officer.

High School

All fund raising will be coordinated through the Activities Director. Financing of high school clubs, activities and in-school organizations will necessitate a variety of methods.

1. Receipts Raised Through School Activities

- A. Gate receipts generated through athletic games (including tournament and postseason), school musicals and plays will be deposited into the admissions receipts account. Fifty percent of these receipts will be allocated to the activities department to help cover expenses related to athletics/activities (official's fees, event workers, etc.). The remaining fifty percent will be deposited to General Fund revenues.

- B. Financing of High School Extra Curricular Activities

Annually the high school will receive an allocation to fund extra curricular activities, and the allocation will be determined by the superintendent or his/her designee.

The total allocation will be distributed by activity by use of an index factor. Each year the index factor will be reviewed based on number of members in the club, number of activities, and budget needs submitted. The activities director will establish the current formula for the index factor. Newly established extra curricular activities that are not part of the index will receive funding equal to the minimum index factor.

To be a qualified organization, each organization must be chartered by September 15th of the school year. Each organization must submit a list of officers and must submit a budget which contains the balance from the previous year, projected income and projected expenditures. Clubs not submitting yearly charter requests will be removed from the index and replaced by new requests for charter. Additional new clubs supported with funds raised from school activities will only be chartered once each year, with the deadline being September 15th. Charter requests will be reviewed and approved by the activities director and the principal.

- C. Clubs/Organizations

Fund raisers may be conducted through recognized school organizations. Each organization would receive credit in its treasury for all sales made through the respective club salespersons.

The use of fund raising with outside companies and/or agencies is limited to a total of two weeks per activity, club, or sport. Clubs or organizations must sign up for the weeks to sell items as to avoid conflicts with other clubs selling.

In-house fund raisers not promoting a vendor product may be conducted with the approval of the activities director. Such fund raisers might include: car washes, bake sales, concession stands, auctions, etc.

D. STUCO Store

The student council and its sponsors manage the STUCO store. The profits from this Enterprise assists the student council and its approved activities. The store will provide services to other clubs and activities by selling their products.

2. Total School Special Events, Contests, and Activities Involving the Community

Plans for such activities will be shared with the principal and the activities director. A written proposal containing the purpose, the destination, and an over-all description of the activity plus, all plans toward fund raising must be submitted Use application IGDF-R-E. If they approve participation, the proposal should be approved by the Superintendent and the Board of Education before further plans or fund raising can begin. If approved, fund raising may occur.

Outside groups/organizations and booster clubs may participate in this fund raising. Normal school accounting procedures will be used.

3. Parent Groups (i.e., PTA/O, Booster Organizations, etc.)

At the beginning of each school year, a representative from any parent group should request an application for fund raising from the school administration. This application will provide information on fund raising for the administration to plan custodial service and adequate facilities for sales.

Accounting of receipts, deposit of receipts, and distribution of receipts to the school or its students are all handled by the parent organization through its officers. Receipts should be deposited to their own bank account. The school district assumes no responsibility for the accounting of these funds until they are distributed to the school accounts.

Students, their clubs and organizations may be asked to assist the parent group with fund raising. This is permissible before or after normal school hours.

A. PTA/O:

The principal has granted the PTA/O first-right-of-refusal to the concession stands conducted for high school events. This includes football, soccer, basketball, wrestling, debate, baseball, and volleyball events. This also includes tournament and post season competitions.

The PTA/O will work with other organizations to manage additional concession stands when they are needed.

In addition, the principal has granted the PTA/O the management and profits from the sale of the adult athletic season passes under the supervision of the activities director. The monies from this sale remain with the PTA/O.

B. Booster Organizations and Other Parent Groups

All groups wishing to participate in fund-raising must be approved by the principal and/or designee (activities director).

The Booster Organization or other parent group may support additional fund-raising for special events, contests, and trips (see section 2).

All activities are coordinated by the coach or faculty monitor with the approval of the activities director.

Guidelines for Fund Raisers

All fund raisers must be approved by the principal or the activities director before fund raising can occur.

Fund raising must be limited to purchasing those items not covered by the current school district budget.

Projects requiring installation on school sites or in school buildings must be approved by the director of facilities, prior to purchase.

Authorized organizations are invited to use the district purchasing agent to bid projects in order to obtain the best possible price.

Students and parents should be informed of the goal the organization is trying to achieve through the fund raising activities.

Fund raising products should be chosen for quality and affordability.

Students cannot be compelled to participate, and absolute quotas cannot be set.

No fund raising campaign shall last longer than fourteen (14) calendar days, unless permission is granted by the principal.

Receipts collected should be deposited each day through normal depository procedures outlined by the Pattonville School District Business Office or in parent organization's bank account.

Sales, collection of funds, and distribution of products must occur during non-instructional time.

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