

I. Policy Statement

The Board of Education recognizes that fund raising activities are used by the school system and individual schools, as well as school-sponsored organizations to support school-related endeavors. The Board approves of fund raising by these groups as long as the proceeds of these activities contribute to the educational experience of students and that the conduct of these activities does not conflict with or disrupt the operation of the instructional program.

II. Purpose

The purpose of this policy is to provide a framework for fund raising activities at each of the schools in the Howard County Public School System (HCPSS) that safeguards instructional time, supports a common educational experience for all students, and includes appropriate accountability provisions.

III. Definitions

- A. Advertising – the display of a message, logo, website, phone number, address, or photograph of an individual, service, or product on school property or in an official school communication in return for a fee.
- B. Charitable Cause – Recognized non-profit organization, or local, regional, national or international charitable concern.
- C. Co-curricular and extra-curricular activities- Activities that relate directly to or complement the curriculum, or activities supported by the school or its staff in which students participate.
- D. Fund Raising - Any activity or event held by the school system, a school staff member, a school-sponsored organization, or any non-school organization that is advertised as intended to generate money, goods or services to be returned to the school, school system or students as well as any activity or event advertised as intended to raise revenue on behalf of a charitable cause.
- E. Local Committee – School-based committee appointed by the school principal for the purpose of reviewing applications for fund raising activities submitted by the school and school-sponsored organizations.

- F. School-based Administrator – Principal or Assistant Principal.
- G. School-sponsored organization – Any organization (e.g., athletic teams, student groups) for which the school provides supervision.
- H. Vendor – Any individual or company providing goods or services for a fundraiser in expectation of a share of the earnings.

IV. Standards

- A. The provisions of this policy apply to fund raising activities held by the school system or individual schools, as well as those held by school-sponsored organizations and non-school organizations.
- B. All items purchased using fund raising proceeds become the property of the Howard County Board of Education and must conform to appropriate standards, specifications, and guidelines for use.
- C. Revenue generated by fund raising activities may not be used to reinstate programs, services or personnel cut as a result of budget deliberations without the approval of the Board of Education.
- D. Approval
 - 1. Any fund raising activity must be approved before being scheduled, advertised or conducted, as follows:
 - a. Fund raising activities sponsored by the school system that benefit the system or a charitable cause must be approved by the Superintendent/designee.
 - b. Fund raising activities sponsored by a school or school-sponsored organization that benefit an individual school or a charitable cause must be approved by the school-based administrator with the advice of the school's local committee.
 - 2. Fund raising activities will:
 - a. Support the co- or extra-curricular activities of the school system or individual schools, or benefit a charitable cause;
 - b. Promote the general welfare, education, morale and civic-mindedness of students;
 - c. Not conflict with or disrupt the education program;

- d. Not make use of incentives at the elementary and middle school levels unless they are of nominal value, do not remove students from school property and approved by the school principal;
- e. Not allow door-to-door solicitation by students
- f. Not take place in an environment that endangers the health or safety of students;
- g. Be conducted in accordance with applicable federal, state and local laws and regulations;
- h. Not violate state gambling laws;
- i. Comply with all provisions of Policy 10020, Use of School Facilities by Non-School Groups;
- j. Use only vendors on the Department of Education's *Approved Vendor List*.
- k. Not consist of advertising with the exception of vending machines, student newspapers, yearbooks, written programs for student performances, school folders, and school book covers.

E. Reporting

- 1. Financial information on school-based fund raising activities will be maintained through the school activity account and will be reported to the school-based administrator, who will provide it to the Superintendent/designee.
- 2. Financial information on the fund raising activities of the school system will be reported to the Superintendent/designee.
- 3. Financial information on all system-wide and applicable school-based fund raising activities will be provided to the Board of Education annually.
- 4. Information on fundraising activities will be available to the public upon request.

V. Compliance

- A. Compliance with applicable provisions of this policy is a condition of the continuation of any individual fund raising activity, as well as the approval of subsequent fund raising activities.
- B. The school-based administrator will determine the size and composition of the local committee, which will review fund raising applications and make recommendations regarding approval.
- C. Funds raised shall be handled in accordance with Policy 4030, Accountability of School Activity Funds.

- D. The Superintendent/designee will prepare an annual financial report for Policy 4020, Fund Raising and Policy 4010, Donations. This report will contain by school a summary for fund raising activity and donations, a list of items donated, a schedule detailing goods and services purchased with cash donations and fund raising proceeds.

VI. Delegation of Authority

- A. The Superintendent is authorized to develop all necessary and appropriate procedures to implement and monitor compliance with this policy.
- B. Each school principal is the fiduciary agent for his/her school and is therefore responsible for all funds raised under the provisions of this policy by the school or its school sponsored organizations.

VII. References

- A. Legal
None
- B. Other Board Policies
Policy 4010 Donations
Policy 4030 Accountability of School Activity Funds
Policy 10020 Use of School Facilities by Non-School Groups

ADOPTED: March 14, 1991
AMENDED: January 27, 2005
EFFECTIVE: July 1, 2005

I. Dissemination of Information

- A. The school principal shall annually inform all schools, school-sponsored organizations and non-school organizations of the provisions of this policy.
- B. Fund raising forms shall be made available to all schools, school-sponsored organizations, and non-school organizations.

II. Fund Raising Requests

- A. Any school, school-sponsored organization, or non-school organizations wishing to raise funds must first file a completed fund raising form with the local committee at the appropriate school.
- B. Information provided on the form at the time of the request will include:
 - 1. Name of the school
 - 2. Name of the organization or staff member
 - 3. Name and telephone number of a sponsor/contact person
 - 4. Date of the request
 - 5. Title, description, and requested starting and ending dates for the activity
 - 6. Name of the approved vendor to be used (if applicable)
 - 7. Anticipated income
 - 8. Intended use of funds
- C. The local committee will review each fund raising form received and recommend to the school-based administrator that the request be approved or denied, or that additional information be requested from the sponsor/contact person.
- D. The school-based administrator, based on the review and recommendation of the local committee, will approve or deny the request and will either notify the sponsor/contact person of the decision or request additional information.
- E. If additional information is requested from a sponsor/contact person, the school-based administrator will approve or deny the request upon receipt of such information.
- F. Use of school facilities is subject to the provisions of this policy and use will be denied for fund raising activities that have not been approved. All approved fund

raisers involving the use of school facilities shall be scheduled on the school master calendar in accordance with school rules and Policy 10020, Use of School Facilities by Non-School Groups.

- G. The school-based administrator, in conjunction with the local committee, will coordinate the approval and scheduling of fund raising activities to avoid conflicts and competition between groups.
- H. No publicity or advertisements for fund raisers will be disseminated to students or staff through the School's communication channels without an approved fund raising application.

III. Fund Raising Activities

- A. School staff members, school-sponsored organizations, and non-school organizations will plan and supervise all fund raising events that they sponsor.
- B. School and school-sponsored groups will handle the collection of receipts generated by fund raising activities to avoid using or impacting instructional time, either directly or indirectly.
- C. All funds collected and disbursed by schools and school-sponsored organizations will be administered through the school activity account in accordance with Policy 4030, Accountability of School Activity Funds.
- D. Information on fund raising activities not sponsored by the school, a school-related organization or the school system must clearly identify the sponsoring organization in order to be distributed in schools.

IV. Reporting

- A. All fund raisers held by a school or a school sponsored group must complete a Fund Raising Completion Report in accordance with the *Guidelines for Sponsoring a School Activity Fund (SAF) Fund-Raiser*. This form and the instructions for completing it are included in the *Manual of Policies and Procedures for Administering School Activity Funds* issued by the Finance Office.
- B. All non-school organizations (including PTA's and boosters) are EXEMPT from the reporting requirements of Policy 4020 – Fund Raising. Donations to schools from non-school organizations fall within Policy 4010 – Donations.
- C. At the conclusion of each fund raising event, the sponsor/contact person shall record on the fund raising form and provide to the school-based administrator the following information:

1. Gross income (money or fair market value of goods)
 2. Expenses
 3. Net profit
 4. Intended or actual disbursement of net profit
- D. If the profit earned is a commission on sales and determined as a percentage of the gross income, the percentage shall also be provided.
- E. The school-based administrator shall record and provide annually to the business office information for each school or school sponsored organization approved fund raiser as prescribed by the superintendent/designee. This information shall also be made available to the public upon request.
- F. The Superintendent/designee shall report annually to the Board of Education on the status of school fund raising.

ADOPTED: March 14, 1991
AMENDED: January 27, 2005
EFFECTIVE: July 1, 2005

The Howard County Public School System
10910 Route 108, Ellicott City, MD 20142

Fund Raising Event Application

Date: _____

Fiscal Year: _____

DIRECTIONS:

1. Any school or school-sponsored organization planning a fund raising activity must complete Sections A & B of this form and obtain approval from the Principal/Local Committee. A Fundraiser Completion Report (FIN-Form 222) must be completed and submitted to the Principal's secretary or bookkeeper at the conclusion of the activity.
2. Any non-school organization **wishing to utilize school system facilities or communications channels** to conduct a fundraiser must complete Section A of and submit this form to the Principal for approval.
3. All forms must be submitted to the Principal/Designee at least thirty (30) days in advance of the activity. Completed forms are maintained by the Principal's Office in each school.

To be completed by the fund raising event sponsor:

A. SCHEDULING INFORMATION

(Required for **ALL** organizations)

School Name: _____

Organization: _____

Facility/Resources: _____

Publicity: _____

Activity: _____

Start Date: _____

End Date: _____

Alternative/

Rain Date: _____

Contact: _____

Title: _____

Phone: _____

Email: _____

B. FUNDRAISER PURPOSE (Select ONE)

(School & school-sponsored organizations **ONLY**)

_____ Athletic Program

_____ Arts Program

_____ Charitable Cause

_____ Classroom Materials

_____ Equipment

_____ Faculty/Staff Support

_____ Media Materials/Equipment

_____ Non-Athletic Uniforms

_____ Playground Equipment

_____ Scholarships

_____ School Publications

_____ Student Activity

_____ Transportation

_____ Other: _____

Approved Vendor (Purchasing Office):

Principal/Local Committee Approval/Recommendation

(Required for **ALL** organizations)

____ APPROVED ____ NOT APPROVED Reason: _____

Signature of Principal/Designee

Date

Fundraiser Summary (School and School-Sponsored Organizations ONLY)

To be completed by the Principal's secretary or bookkeeper upon receipt of the Fundraiser Completion Report:

Gross Sales/Income: \$ _____

Expenses: _____

Net Profit : \$ _____

Commission: ____ No ____ Yes

____ Pct %

Date: _____

Howard County Public School System

10910 Route 108 · Ellicott City · Maryland 21042

FUND RAISER COMPLETION REPORT

To be completed by school or school-based event sponsor

Sponsor _____ Organization _____

Fund Raising Activity _____

Date(s) Held _____ Account No: _____

Activity Account Reconciliation report data and vendor invoices

1. Receipts from Sales		\$ _____
2. Costs Merchandise Purchases	\$ _____	
Less: Returns to vendor	(\$ _____)	
Total Costs of Sales		\$ _____
3. Gross Profit (or Loss) (Line 1 minus Line 2)		\$ _____

Profit (or Loss) Analysis

4. Merchandise available for sale	\$ _____	
5. Less: Total Costs (Line 2)	\$ _____	
6. Anticipated Gross Profit (Line 4 minus Line 5)	\$ _____	
7. Less: Actual Gross Profit (or Loss) (Line 3)	\$ _____	
8. Gross Profit Shortfall (Line 6 minus Line 7)		\$ _____

Comments:

(Indicate any unsold or damaged merchandise not returned to vendor, authorized giveaways, uncollected sales receipts, losses of collected funds or merchandise, etc.)

Prepared by _____ Date _____

Reviewed by _____ Date _____