

Edna Independent School District FUNDRAISING GUIDELINES

Objectives

Fundraising is just one way that parents and communities may choose to support their schools². Like all activities that support education, fundraising should reflect the values and expectations of the school community, including those of parents, students, staff, the school administration and school board trustees.

Definitions

School-generated funds

School-generated funds are funds that are raised and collected in the school or broader community in the name of the school or by a school- or parent-administered group. These sources include proceeds from fundraising activities.

Fundraising

Fundraising is any activity, permitted under a school board's policy, to raise money or other resources that is approved by the school principal and placed into the fundraiser request form on School Objects which is the EISD ticket request computer system. See the campus secretary to facilitate your request on-line. Such activities may take place on or off school property.

School Community

The school community refers to students, parents and guardians, school administrators and staff, members of the broader community and partners, as well as others, who support the local school and student achievement.

Outline

This fundraising guideline addresses the following four areas:

- I. Guiding Principles** – identifies some key principles to guide school board fundraising policies
- II. Fundraising Activities** – outlines compliance requirements related to fundraising activities and examples of eligible and ineligible activities to inform a school board's fundraising policy
- III. Best Practices** – outlines best practices related to fundraising activities
- IV. Accountability and Financial Reporting** – outlines best practices for a board's policy to meet the public's expectations and uphold public trust including financial reporting requirements

Voluntary

All students and staff are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community and school board. Participation in fundraising activities is strictly voluntary for staff and students. Privacy should be respected. The personal information of staff, students or other individuals should not be shared for the purposes of fundraising without prior consent.

Safety

The safety of students must be a primary consideration in all fundraising activities. In addition to parental consent, student fundraising activities require supervision and should be age-appropriate.

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Accountable & Transparent

Fundraising activities should be developed and organized with advice and assistance from the school community, including students, staff, parents, and parent committees/groups.

School boards should have a separate and distinct policy for fundraising, which addresses the use of fundraising proceeds and accounting for school-generated funds. This policy should be publicly available on the school board's website. (Policy FJ- Legal, FJ- Local).

A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity.

Fundraising should have a designated purpose and the proceeds should be for that purpose, as intended. Transparent financial reporting practices to the school community should be in place.

II. Fundraising Activities

There is a wide variety of ways a school community can show support for its local school, including fundraising. When school communities consider asking for support, the individual activity should be reviewed to ensure consistency with the guiding principles outlined above and school board policies.

Any fundraising activities that involve the sale of food and beverages on school premises must comply with the School Food and Beverage Policy. The nutrition standards set out in the policy do not apply to fundraising activities that occur off school premises.

Examples of Unacceptable Uses of Fundraising Proceeds

- Administrative expenses
- Support for political activity, groups or candidates

Examples of Acceptable Uses of Fundraising Proceeds

- Assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it)
- Purchase of additional supplies, equipment or services not funded specifically through school board budgets (for example, band equipment, specialized athletic equipment, or technology)
- Field trips
- Guest speakers or presentations
- Ceremonies, awards, plaques, trophies or prizes for students
- Establishment of scholarships
- Project Graduation or Post Prom- entertainment for after hours activity- not a trip

III. Best Practices

School boards may consider the following when developing board-wide fundraising policies:

- The extent and number of fundraising activities at each school each school year;
- Co-ordination of activities across schools and community organizations;
- Impact on classroom time for staff and students and administrative time for school principals as well as support staff;
- Shortages, overages and cancellations; students participating in fundraising activities should not be held responsible for any loss that may be incurred
- Restrictions related to conflict of interest and procurement policies.

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IV. Accountability and Financial Reporting

To meet the public's expectations and demonstrate stewardship for public dollars, each school will prepare an annual report on school-generated funds and be subject to an annual audit.

Students, parents, school boards and the broader school community must be informed as to how fundraising proceeds, fees raised from learning materials and activities and corporate donations are used. The intent of the donations should be clearly communicated to contributors to ensure that the donations can be recorded appropriately and to address any accounting implications.

Fundraiser procedures must address:

- The establishment of school bank accounts, issuance of receipts, authority to pay disbursements, recording of donations, investments, bank reconciliations, records retention, financial reporting, financial responsibility for shortages and overages generated by the fundraising activity; financial review/audit; and chart of accounts;
- Roles and responsibilities and required approvals at the board and school level for all activities related to school-generated funds; and
- Compliance with board policies, state and federal laws and regulations.
- Fundraising for a class must stay within the fiscal year of their students graduation so as not to affect current class fundraising options.

Fundraising Guidelines per EISD

It is the responsibility of the applicant to ensure that the following guidelines are clearly understood and followed by all of the participants in the approved fundraiser. All coaches/sponsors should inform their assistants, parents, and participants of these guidelines.

1. All fundraisers must be approved by the Principal and the Athletic Director. This must be done every year, regardless of whether the same fundraiser has been approved in the past. The form is then submitted on School Objects as a ticket request. Assistance for this can be found with the campus secretary or athletic secretary. Coaches and sponsors must submit applications for fundraising. Parents and students cannot submit an application for the coach or sponsor.
2. All fundraisers must be voluntary for students and parents.
3. Groups and organizations may only participate in a maximum of 3 fundraisers per year.
4. Fundraisers cannot in any way be connected to grades, citizenship marks, class standing, or other recognition.
5. Two groups may **NOT** do the same type of fundraiser at the same time.
6. If fundraisers are offered to raise funds for trips or anything else, students who do not or cannot raise the money must have the same opportunity to go anyway.
7. Fundraisers should provide a product or service.

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8. The sale of any item, such as candy, is not to take place during classroom time. Sales are limited to before school, during lunch, and after school.
9. The sale of tickets or goods to students within the school by NON-SCHOOL endorsed organizations or individuals is prohibited.
10. Raffles are illegal for a school based organization.
11. Sponsors/coaches must deposit monies after each event rather than waiting until the end of the program or season.
12. Students should not have cash in their possession.
13. Money raised under the auspices of EISD activities, clubs, or athletics must go into an EISD Activity/Sports Account.
14. In the case of concession stands, other than those sponsored by the Booster Club, parents that assist in conducting concession stands must give the funds to the sponsor/coach who maintains an ongoing accounting record.
15. Sponsors/coaches/designated adults must be present during all fundraisers.
16. Please see the Principal and/or Athletic Director before proceeding with the fundraiser if you have any questions.
17. The Edna Booster Club and the Edna Band Booster Clubs are exempt from following the aforementioned guidelines and do not have to fill out fundraising application forms.