

### **Fundraising Guidelines**

The following guidelines shall govern all fundraising activities. As set forth herein, it is the responsibility of the Principal, Regional Superintendent, Superintendent or designee to ensure that fundraising activities at his/her school, at the central office, or on behalf of the District is conducted in accordance with the Board policy and regulation. If funds, in custody of the school and raised for a designated use, are not spent within an 18 month period, those funds may be used for another similarly related purpose benefiting the school, department or District, respectively as appropriate. The 18 month period may be extended with written approval from the principal. This regulation shall not apply to separate legal entities raising funds to benefit a school, department or the district.

#### **A. DEFINITIONS**

- ~~1. School Fundraisers — School fundraisers are fundraising efforts at elementary, middle or high schools which are planned, managed, and executed by school administration, faculty, and staff. These fundraisers are approved by the principal.~~
2. **Donations** – Donations are gifts or bequests made to a school or the District. All donations must be made in accordance with Board Policies DFK: Gifts and Bequests and LEC: Booster Organizations
3. **Funds raised by foundations/outside organizations** – These are funds raised by support organizations and/or foundations, which are separate legal entities, partnering with a school, department or the District to raise funds.
- ~~2. Donations — Donations are gifts or bequests made to a school or the District. All donations must be made in accordance with Board Policy DFK: Gifts and Bequests and LEC Booster Organizations~~
- ~~3-4. School Fundraisers – School fundraisers are fundraising efforts at elementary, middle or high schools which are planned, managed, and executed by school administration, faculty, and staff in their capacity as District employees. These fundraisers are approved by the principal.~~
- ~~4. Funds raised by foundations/outside organizations — These are funds raised by support organizations and/or foundations that partner with a school or the District to raise funds.~~
5. **Student Organizations** – School-based organization in which students have an active role in the planning and management of activity while supported by teachers, administrators, or other certificated school staff.

#### **B. SCHOOL FUNDRAISERS**

##### **1. General**

- a. The fundraising activities and budget of student organizations and classes must be approved by the Principal.

- b. All student organizations must be authorized by the Principal and sponsored by a faculty member. All student organizational activities must be conducted on a voluntary basis and must not interfere or conflict with or distract from instructional time.
  - c. The school must maintain custody of the funds in keeping with district protocol. All funds collected must be accounted for through bookkeeping procedures prescribed by the Director of Audits & Compliance of the DeKalb County School District and the Principal of the school. The bookkeeping procedures to be prescribed shall include receipts, deposits, and issuance of checks, encumbrances, and purchasing.
- 2. **Elementary** – Fundraising activities, hosted by the school, and approved by the principal must be school-based and be held on school property unless approved in writing by the Regional Superintendent. Requests to hold fundraising activities at another location must also include all relevant contracts, Memorandums of Understanding or other documentation for use of the proposed venue.
- 3. **Middle and High** – Fundraising activities hosted by the school may be held on or off school property. However, fundraising activities at another location must also include all relevant contracts, Memorandums of Understanding or other documentation for use of the proposed venue.
- 4. **Fundraising Activities** –
  - a. The following fundraising activities are permitted:
    - i. Fall Fair/Spring Carnival
    - ii. Field Day/Spirit Day
    - iii. Musical Showcase/School play
    - iv. Arts and crafts sale
    - v. After-school dance
    - vi. 5k run [and similarly related activities](#)
    - vii. Cake walks
    - viii. Book fairs
    - ix. School supplies and spirit wear
    - x. Admission to school athletic, entertaining, or performing arts events.
    - xi. School publications (annuals, annual snapshots, literary magazines, newspapers etc.)
    - xii. Authorized school organization membership dues
    - xiii. Items produced by the students in conjunction with the instructional program and donated to an authorized school organization (art projects, Junior Achievement products, shop products, etc.)
    - xiv. School concession stand stock, school spirit items and programs
    - xv. Items derived through environmental management projects, such as the collection of paper, glass or aluminum.

- xvi. Services such as car washes (**High school only** – Car washes shall not be held on school property or involve the use of water metered through a school facility.)
- xvii. Admission to productions by student, professional, or semiprofessional groups presented at a time that does not conflict with instructional hours
- xviii. Food fundraisers, including food trucks – which should not conflict with Board Policy regarding school nutrition program
- xix. Raffles – Licensing requirements and other state law and rules must be followed (see DeKalb County Sheriff Rules at [http://www.dekalbsheriff.org/web/public/index\\_commendation.php#3](http://www.dekalbsheriff.org/web/public/index_commendation.php#3), and application at [http://www.dekalbsheriff.org/home/dekal2/public\\_html/media/File/Down%20Load%20Forms/Raffle%20License%20Application.pdf](http://www.dekalbsheriff.org/home/dekal2/public_html/media/File/Down%20Load%20Forms/Raffle%20License%20Application.pdf))
- xx. Any other activity approved by the Regional Superintendent or Superintendent

b. The following fundraising activities are prohibited:

- i. Casino night, bingo games, lotteries or games of chance
- ii. Beauty pageant or other popularity contests
- iii. Events involving the sale of alcohol or tobacco
- iv. School dances during instructional time
- ~~v.~~ v. Door-to door sales of any kind (elementary only)
- ~~v-vi.~~ vi. [Curbside appeals/collections at intersections](#)
- ~~vi-vii.~~ vii. Pre-packaged fundraising activities that require [schools to share](#) student information with a third party
- ~~vii-viii.~~ viii. Any activity that will remove or distract students from instructional time
- ~~viii-ix.~~ ix. Any other activity prohibited by the Regional Superintendent or Superintendent

5. **Responsibility** – It is the responsibility of the principal and the Regional Superintendent to ensure compliance with the Board Policies, Regulations and procedures.

**C. DEPARTMENT/DISTRICT FUNDRAISERS - *Applies to fundraising efforts which are planned, managed, and executed by DCSD central Departments and the District at -large.***

1. Departments must submit written fundraising requests and a fundraising plan 60 (sixty) days in advance to the Division Chief for final approval by the Superintendent. The fundraising plan must include:
  - a. Description and intended purpose of the event
  - b. Fundraising goal
  - c. Event budget and timeline, and
  - d. Spending Objectives aligned with the District's Strategic Plan
2. Department must also report the results of each fundraiser to the Superintendent with an adjusted budget or fundraising event schedule based on the fundraising outcome. All

money raised or donated items must be used for its intended purpose and shall be subject to periodic audit.

3. All departmental/district fundraisers are subject to all fundraising prohibitions and requirements included in this regulation.
4. **Responsibility** – It is the responsibility of the Division Chief to ensure compliance with the Board Policies, Regulations and procedures.

**D. SUPPORT GROUPS - *Applies to fundraising efforts which are planned, managed, and executed by school and support groups that are separate legal entities, which may include: PTAs, PTSAs, booster clubs, other parent support groups, 501(c)(3) organizations and community support groups such as foundations or individuals acting in their individual capacity.***

Fundraising activities may be conducted by registered and maintained support groups such as Parent Teacher Associations, booster clubs etc. To the extent that any support group fundraisers are hosted on school property ~~All support group hosted fundraisers on school property are subject to~~ sections 4(a), 4(b) and this section of the regulation apply.

1. The organizations must be registered with the school, approved by the Principal in writing and exist to enhance the curriculum goals of the school or to in support of district programs, or individual schools, or specific school programs.
2. The organization's program of activities must be planned in conjunction with and approved in writing by the Principal.
3. Activities must not conflict with or detract from instructional time.
4. All items purchased by support groups and donated to the school for use by the students and/or faculty become the property of the local school and the DeKalb County Board of Education and must be entered on the inventory of the school.
5. Support groups may partner with schools but must maintain custody of funds raised until expended or donated.

**E. ADVERTISING IN SCHOOL FOR FUNDRAISING ACTIVITIES - *Any advertising for fundraisers must conform to Board Policy KJ: Advertising in the Schools.***

1. The following advertising in schools is acceptable:
  - a. Advertising which is nonpolitical and nonsectarian in nature
  - b. Advertising which is in good taste and reflects the values of the community
2. Advertising containing the following is strictly prohibited:
  - a. Tobacco products,
  - b. Items of which the sale to minors is prohibited by law,
  - c. Pornography or publications or activities which contain obscenities or

- pornography,
- d. Any material or activity which is denigrating or scurrilously attacks individuals or ethnic, religious, or racial groups, whether within or outside of the school,
- e. Publications which promote hostility and violence, and
- f. Any other advertisement prohibited by the Regional Superintendent or Superintendent

#### **F. VENDOR CONTRACTS/AGREEMENTS –**

Principals must exercise reasonable care before entering into a contract with a vendor for goods to be sold as an approved fundraising activity. Principals shall not agree to contract terms that exceed \$5000.00, require a minimum number of goods to be sold, or terms that hold the school responsible for the cost of unsold or excess goods provided by the vendor. Any goods not sold shall remain the property of the vendor and shall be returned, in a timely manner, at the conclusion of the fundraising event. Contracts exceeding \$5000.00 or that include profit sharing terms must be reviewed by the Office of Legal Affairs through the Regional Superintendent and signed by the Superintendent. Agreements for departmental or district fundraising activities must be submitted to the Office of Legal Affairs for review and be signed by the Superintendent.

#### **G. FUNDRAISING FOR CHARITABLE ORGANIZATIONS –**

Schools, departments and/or the District, parent or student organizations may choose to participate in fundraising for charitable organizations such as Relay for Life, March of Dimes, ALS, etc. where funds raised go directly to support the organization.

1. All fundraising activities for charitable organizations must be submitted to the appropriate approving party 30 (thirty) days prior to the activity and must demonstrate the following:
  - a. Documentation from the organization officially stating that the local school is participating in a fundraiser to benefit the Organization.
  - b. The organization shall be designated as a nonprofit, charitable organization by the IRS.
  - c. The organization shall be licensed as a corporation and registered in Georgia.
  - d. Activities shall be limited to those that have recognized educational value
  - e. All funds raised shall be remitted directly to the community organization immediately after conclusion of the fundraising event. No rebates to the school or school-sponsored organization or individuals shall be permitted.
  - f. Participation must not necessitate absence from school.
  - g. All activities must be nonpolitical, nonsectarian and noncommercial.
  - h. All charitable organizations who desire to use DeKalb County School District facilities to conduct the fundraiser must also comply with Board

#### H. CROWDFUNDING WEBSITES (DONORSCHOOSE.ORG, AND OTHER SITES)

This section applies to activities that meet the definition of ~~S~~school fundraisers ~~The following regulation and/or District fundraisers and~~ governs the use of ~~c~~crowdfunding websites by principals, assistant principals, teachers, coaches, or division chiefs in the DeKalb County School District:

1. Use of a crowdfunding websites or accounts to raise funds or equipment for a school, a school activity or Department in the name of the DeKalb County School District, any local school, class or club is ONLY permitted as outlined below:
  - a. Schools must use crowdfunding sites approved by the Director of Audits and Compliance that send proceeds and/or items directly to school or District, NOT individual employees or other approved users.
  - b. Crowdfunding postings must not contain information that may violate Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA) or any other state or federal laws.
  - c. Only principals, assistant principals, teachers, coaches, or division chiefs may request to use crowdfunding.
  - d. All school based requests to use crowdfunding must be made in writing to the principal for approval 15 days in advance of desired launch date.
  - e. All requests initiated by a principal to use crowdfunding for a school ~~initiated by a principal requests to use crowdfunding for a school~~ must be made in writing to the Regional Superintendent for approval 30 days in advance of desired launch date.
  - f. All department or district based requests to use crowdfunding must be made in writing to the Superintendent for approval 30 days in advance of desired launch date.
  - g. All requests must be approved in writing before postings are published.
  - h. All funds and/or materials received through crowdfunding websites must be used by the school, department or District for their designated purpose.
  - i. All funds and/or materials received through crowdfunding websites are property of the school, department or District and shall remain with the school, department or District in the event the employee terminates his/her employment.
  - j. All crowdfunding activities, as well as activities being funded must ~~be fully compliant~~ comply with all Board Policies, Regulations and procedures.
2. Liability
  - a. DeKalb County School District is not responsible or liable for misuse of any crowdfunding website or account by any employee, teacher, coach, or division head or any support group.
  - b. In the event funds raised under this policy are misapplied, misused or misappropriated, it is not the District's responsibility to replace the funds.

The District shall investigate and discipline any employee misconduct where appropriate and may seek repayment from the employee.

- c. DeKalb County School District is not responsible or liable for failure of the site including deletion or erasure of the funds raised.