

## FUNDRAISING

“Fundraising” means sales made by a school or made by a student that are for the purpose of raising funds for the school to purchase equipment, materials, or provide transportation, and that are part of an officially sanctioned school activity.

### School-Based Fundraisers

Fundraisers may be grouped into the following categories:

*School-based fundraisers* – School-based fundraisers are initiated, planned, and implemented by individuals employed by a given school. Such fundraisers may take a variety of forms including book fairs, school t-shirt sales, box tops for Education, or school festivals. Individuals operating on behalf of the PTA are not involved in such fundraisers in any capacity. Fundraisers through school-based fundraisers are deposited into District accounts and start-up funds for such fundraisers should not be provided by the PTA.

*School Club Fundraisers* – School Club fundraisers are initiated, planned and implemented by school sanctioned organizations and their advisors. Funds raised through school clubs are deposited into District clubs and designated for the use of the school club which raised the money.

### Guidelines:

1. All fundraising efforts must be approved by the Activities Director and Superintendent. An approval form must be submitted. Before giving approval, the AD will review the purposes of the fundraising effort, how much money will be spent, and the guidelines and directions that will be given to the students regardless of their participation. The AD may request to meet with the individual(s) submitting the application to gather additional information before the request is submitted for final approval/denial by the Superintendent.
2. The request must be filed with the AD and approved by the Superintendent, before any fundraising activity is initiated and prior to making any commitment to vendors. Once approved, one (1) copy of the form should be maintained on file with the Activities Director and corresponding school secretary. The teacher/advisor/coach shall use his/her best efforts to contract with vendors that will allow the return of any unsold merchandise/items offered in the fundraiser. Before signing any contracts with any vendors for merchandise/items to be sold in a fundraiser, the teacher/advisor/coach shall seek approval of the AD and Superintendent. All contracts with vendors for fundraising merchandise/items must conform to Montana law regarding bidding of public contracts.
3. If the fundraising project includes the use of student time, it must take place at such times and place as to not unreasonably interfere with the operation of the school or interfere in the student's learning.

4. No rewards or prizes may be offered to groups, classes, or students unless specifically approved by the building administrator.
5. Student participation is voluntary. Student grades or citizenship standing shall not be affected by a student's ability or willingness to participate in fundraising efforts.
6. Sales quotas for students may not be a part of any fundraising effort and students may not be required to pay for any unsold items which are returned to the school. The student or student's parent(s) is responsible to pay for any merchandise/items that are not sold and not returned. Students who do not return unsold merchandise/items will be billed for the cost of the merchandise/item.
7. An individual student or group of students may not use the facilities or resources of the school to conduct a personal fundraising effort not sponsored by the school except on the same basis as all other public uses of school facilities.
8. The parents/guardians of students under the age of 18 must give permission for their students to participate in a fundraising effort before any products or materials are sent home with the student.
9. Projects where school organizations buy or have donated raw materials, turn them into a finished product under the supervision of school personnel, and sell then to the public may be allowed. When food is prepared, a food handler's permit will be required. The selling of baked goods or other food items intended for human consumption, which have been prepared at home by students or parents/guardians is not allowed unless previously approved.
10. Fundraising projects must be appropriate for the public school environment and age of the students involved.
11. Fundraising projects may include the following:
  - a. Product sales (popcorn, fruit, cookbooks, clothing, cards, etc.)
  - b. Bazaar, carnival (no rides), or fair
  - c. Craft, art, hobby, science fair
  - d. Dance
  - e. Supper, luncheon, or dinner
  - f. Ice cream social
  - g. Athletic competition between students and faculty
  - h. Concert, play, stage production
  - i. Bake sale or food sales
  - j. Sponsored movie night at a theatre or at the school
  - k. Donations
  - l. School pictures
  - m. Bike/bowl/jump/read/skate/walk-a-thons
  - n. Gift-wrapping
  - o. Fun runs
  - p. Car wash

- q. Recycling
- r. Auctions
- s. Raffles

This list is not exhaustive. All fundraising projects, regardless of type, must be approved by building administrators prior to commencement of the activity. No project is guaranteed approval, even if it falls within the categories described above.

12. Raffles may be permitted and must comply with Montana gambling rules, and related Tribal regulations. The raffle must be specified as a raffle for "charitable purposes." The proceeds from the raffle may only be used for charitable purposes and to pay for prizes; the proceeds may not be used for the administrative costs of the raffle. The raffle must have a random selection process, meaning that the winning ticket stub (or another "indicator" of the purchaser's identity) is drawn from a drum or other "receptacle" after being "thoroughly mixed." The entity conducting the raffle must maintain the follow records for a minimum of 12 months and provide these upon request to the Gambling Control Division:
  - a. a record of the total proceeds collected;
  - b. a detailed description of the prize(s) awarded;
  - c. a description of the selection process used to determine the winner(s);
  - d. a record reflecting the source of the prize(s), including any money paid to purchase prizes;
  - e. a record of any administrative costs paid with raffle proceeds;
  - f. a description of how the raffle was publically identified as a charitable raffle, where applicable;
  - g. the name and address of the person(s) awarded raffle prize(s); and
  - h. a detailed record of the distribution of the charitable raffle proceeds, where applicable.

The raffle terms (including the date of the drawing) must be available to the public prior to the sale of any raffle tickets.

13. Fundraisers based upon live gaming events, including bingo, keno, or poker, and/or Calcutta pools must be held in accordance with Montana gambling rules. Absent a special permit or approval granted by the Montana Gambling Division to hold such an event, live bingo, keno, or poker fundraisers and/or Calcutta pool fundraisers are not allowed. The permit or approval granted by the Montana Gambling Division and Tribal Gaming Commission must be provided to the District at least five (5) business days in advance of the fundraiser. Sports pools or sports tabs are not permitted under any circumstances.
14. The teacher/advisor/coach shall maintain documentation regarding each fundraiser, which shall include, at a minimum, the approval by the appropriate administrator, the total number of any merchandise/items given to students to sell, the amount of merchandise/items sold by the student, and money collected by the student as evidenced through a receipt to each student turning in money each day. The teacher/advisor/coach must reconcile the merchandise/items given to each student to sell with the amount of money collected by the student and/or any unsold merchandise/items.

15. Members of the school staff are personally responsible for all products and any money handled during fundraising activities.
  - a. Security arrangements for all products are to be made with an administrator. With permission of the administrator, fundraising products may be kept in classrooms overnight if they are locked in a secure place.
  - b. Students should take orders prior to the actual delivery of products whenever possible. Students are limited to handling goods valued at no more than \$30.00 before additional products are released for distribution, unless accompanied by a parent or responsible adult.
  - c. Students must turn over all monies collected to the teacher/advisor/coach in charge each day.
  - d. All invoices related to the payment of fundraising merchandise or any other expenses related to the fundraiser must be submitted to the **Business Management Office** for payment. The teacher/advisor/coach is not permitted to make any expenditures relating to the fundraiser, including expenditures of any proceeds of the fundraisers. All money spent in support of the fundraiser and raised through the fundraiser must be from the appropriate District fund as determined by the **Business Management Office** and approved by the Superintendent. The teacher/advisor/coach shall follow District policy and procedures regarding purchasing.
16. All money collected in support of the fundraiser must be counted and turned into the **Business Management Office** each day. The teacher/advisor/coach must have another school employee present when the money is counted. The **Business Management Office** shall count the money turned in and issue a receipt to the teacher/advisor/coach regarding that amount of money. The teacher/advisor/coach must reconcile the amounts of money collected in support of the fundraiser with the amounts turned into the **Business Management Office** each day. The **Business Management Office** shall deposit the money into the appropriate District fund. No fundraising expenses or payment of merchandise can be made from these receipts.
17. The teacher/advisor/coach (whether an employee or volunteer) shall not keep money in a classroom, at home, or in a personal vehicle. The teacher/advisor/coach shall not co-mingle money relating to a fundraiser with personal money. The teacher/advisor/coach shall not use personal bank or credit card accounts to make purchases in support of the fundraiser or with the intention of being reimbursed from the proceeds of the fundraiser.
18. Staff members or students are prohibited from opening private bank accounts for money generated from school activities or using the school's name for private activities or private fundraising.
19. Teachers/advisors/coaches assume personal responsibility for all monies collected up until those monies are deposited with the **Business Management Office**.

## School Support Organizations

A school support organization is any outside booster club or special interest organization formed to support and strengthen individual schools or specific activities, such as athletic teams, school clubs or other activities, conducted within the District. This includes Parent-Teacher organizations (PTA). School support organizations may be formed to support one school/team/club/activity or may be formed to support a variety of schools/teams/ clubs/activities. Any outside organization formed to support one or more District-affiliated schools, athletic teams, school clubs, or other activities shall be considered a school support organization. The Superintendent or designee shall not approve a school support organization which aids, benefits, or services students/athletes of only one sex in the District in a sex discriminatory manner, unless there is a comparable school support organization which supports the students/athletes of the other sex to which the District gives comparable assistance.

### Approval:

Existing school support organizations, including any parent-teacher associations, must notify the Superintendent by June 1 of each school year regarding their intent to continue to support District-affiliated athletic teams or school clubs for the next school year. The Superintendent or designee shall approve existing school support organizations providing notice of their intent to continue their support at the next regularly scheduled board meeting. The request for annual approval shall be accompanied by a list of current officers of the school support organization and those members authorized to make deposits and expenditures from the school support organization's bank account.

New school support organizations may seek approval at any time by the Superintendent or designee. To be recognized by the Superintendent or designee, a newly-formed school support organization must submit a request to the Superintendent. The school support organization must state the following in its request for approval:

1. Its name;
2. The purpose, including a list of all District-affiliated athletic teams, school clubs, or other activities it intends to support;
3. A listing of officers;
4. Contact information for the organization, including a phone number, address, email, and identification of a primary contact person; and
5. The name of the bank where the school support organization will deposit funds and the names of members authorized to make deposits and expenditures from the account.

### Operational Guidelines:

District employees may be members of school support organizations but may not hold office in that organization. All assistance provided by a district employee for a school support organization must be done on personal time and outside of the workday. District employees shall not have any check-signing authority in a school support organization. No cash or checks shall be given to a District employee by a school support organization to use at his or her discretion. For those school support organizations formed and approved to support a specific athletic team or school club, the teacher or coach or advisor may act in an advisory role to the school support organization. This advisory role, includes, but is not limited to, offering information regarding the need for financial support,

fundraising ideas, and suggestions for expenditures in support of the team or club. In no event shall the teacher or coach or advisor have final authority regarding the expenditure of funds by a school support organization in support of an athletic team or school club.

School support organizations shall:

- Avoid any representations, direct or indirect, that the District or school is responsible for their actions.
- Not use the District's name or one of the District's school's names or mascots without prior approval of an administrator or designee.
- Not use District or school letterhead or tax identification number to carry out its business without prior approval of an administrator or designee.
- Not take any actions to direct or influence District employees in the administration of their duties.
- Not be involved in the decision- or policy-making activities for any athletic teams or school clubs.

The Superintendent or designee has the discretion to reject donations of money or goods by a school support organization. In no event shall a teacher or coach or advisor accept a donation of money or goods to support a school, team, club, or activity. All donations of money or goods must be made directly to the Superintendent or designee. The Superintendent or designee shall work with the Business Management Office to ensure that money donated is properly deposited into an appropriate District fund and that any goods donated are recorded into the District's inventory. All equipment and supplies donated by a school support organization become the property of the District.

The District encourages school support organizations to either consult with an administrator or his/her designee and teacher/coach/advisor before purchasing any goods in support of a school, team, or club to donate to ensure compatibility or donate money to the District for a specific purpose. When a school support organization donates money to be used for a specific purpose, the District has the discretion to reject the donation if accepting it would violate gender equity requirements or state or federal law. The District has the discretion to delay the purchase of gear, equipment, or supplies from money donated by a school support organization if such delay enables the District to satisfy gender equity requirements or state or federal law. The District will use its best efforts to honor the specific purpose designated by a school support organization for a donation; however, the District reserves the right to utilize the money for a different lawful purpose.

#### Fundraising Guidelines:

1. All fundraising efforts to support school, team, club, or activity must be approved by the Activities Director and Superintendent. An approval form must be submitted. Before giving approval, the AD will review the purposes of the fundraising effort, how much money will be spent, and the guidelines and directions that will be given to the students regardless of their participation. The AD may request to meet with the individual(s) submitting the application to gather additional information before the request is submitted for final approval/denial by the Superintendent.

2. If the fundraising project includes the use of student time, it must take place at such times and place as to not unreasonably interfere with the operation of the school or interfere in the student's learning.
3. No rewards or prizes may be offered to groups, classes, or students unless specifically approved by the Superintendent.
4. Student participation is voluntary. A student's ability to participate on an athletic team or in a club is not contingent on the student participating in fundraising activities.
5. Sales quotas for students may not be a part of any fundraising effort and students may not be required to pay for any unsold items which are returned to the organization.
6. The school support organization may only use the facilities or resources of the school to conduct a fundraiser on the same basis as all other public uses of school facilities.
7. The parents/guardians of students under the age of 18 must give permission for their students to participate in a fundraising effort before any products or materials are sent home with the student.
8. Projects where school support organizations buy or have donated raw materials, turn them into a finished product under the supervision of a representative of the school support organization, and sell then to the public may be allowed. When food is prepared, a food handler's permit will be required if food is to be sold/distributed on District property. The selling of baked goods or other food items intended for human consumption, which have been prepared at home by students or parents/guardians, is not allowed unless previously approved.
9. Fundraising projects must be appropriate for the public school environment and age of the students involved.
10. Fundraising projects may include the following:
  - a. Product sales (popcorn, fruit, cookbooks, clothing, cards, etc.)
  - b. Bazaar, carnival (no rides), or fair
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- s. Raffles

This list is not exhaustive. All fundraising projects, regardless of type, must be approved by building administrators prior to commencement of the activity. No project is guaranteed approval, even if it falls within the categories described above.

11. Raffles may be permitted and must comply with Montana gambling rules, and related tribal regulations. The raffle must be specified as a raffle for "charitable purposes." The proceeds from the raffle may only be used for charitable purposes and to pay for prizes; the proceeds may not be used for the administrative costs of the raffle. The raffle must have a random selection process, meaning that the winning ticket stub (or another "indicator" of the purchaser's identity) is drawn from a drum or other "receptacle" after being "thoroughly mixed." The entity conducting the raffle must maintain the follow records for a minimum of 12 months and provide these upon request to the Gambling Control Division:
  - a. a record of the total proceeds collected;
  - b. a detailed description of the prize(s) awarded;
  - c. a description of the selection process used to determine the winner(s);
  - d. a record reflecting the source of the prize(s), including any money paid to purchase prizes;
  - e. a record of any administrative costs paid with raffle proceeds;
  - f. a description of how the raffle was publically identified as a charitable raffle, where applicable;
  - g. the name and address of the person(s) awarded raffle prize(s); and
  - h. a detailed record of the distribution of the charitable raffle proceeds, where applicable.

The raffle terms (including the date of the drawing) must be available to the public prior to the sale of any raffle tickets.

12. Fundraisers based upon live gaming events, including bingo, keno, or poker, and/or Calcutta pools must be held in accordance with Montana gambling rules. Absent a special permit or approval granted by the Montana Gambling Division to hold such an event, live bingo, keno, or poker fundraisers and/or Calcutta pool fundraisers are not allowed. The permit or approval granted by the Montana Gambling Division must be provided to the District at least five (5) business days in advance of the fundraiser. Sports pools or sports tabs are not permitted under any circumstances.

#### Support of Athletic Teams:

All expenditures by a school support organization in support of athletic teams must be done in conformance with gender equity requirements of Title IX and the *Ridgeway Settlement Agreement*. MHSA permits the following expenditures, with approval of the District:

- The purchase of merchandise (travel shirts, jackets, shooting shirts, etc.) for an athletic team where the District maintains ownership of the merchandise. Merchandise may be checked-



out to students during the athletic season, but must be returned to the District at the end of the season. A student who does not return merchandise purchased with money donated by a school support organization at the end of the athletic season will be billed for that item. MHSA does not permit a school support organization to purchase merchandise for students to keep.

- The purchase of meals for students while traveling during regular season and/or the post-season. In no event, however, shall any cash be distributed directly to students for the purchase of such meals or for any other reason.

The school support organization may, with prior approval of the administrator or designee, conduct fundraisers that allow students to voluntarily earn money to use to purchase personal merchandise. Only students who actually work may be compensated and the compensation must be commensurate with the work completed (i.e., number of cars washed, number of discount cards sold) or with the number of hours worked. No school support organization shall donate money to sponsor or finance any student's participation in a specialized camp or invitational tournament. School support organizations shall not directly compensate any District employees or volunteers (whether as advisors or coaches) with the payment of money or goods for their service to an athletic team or school club. Money donated by a school support organization shall not be used for the purchase of alcoholic beverages or tobacco products.

#### Accounting:

An approved school support organization must maintain a separate bank account. The District is not liable or responsible for any contracts or expenditures made by a school support organization.

School support organizations must maintain files for each fundraising activity. The file must include:

- Copies of all purchase orders, invoices, receipts, etc. relating to any expenditures of the organization in support of the fundraiser (i.e., merchandise, supplies, food);
- A record of all money expended and all money collected during the fundraiser, including inventories of merchandise;
- Copies of any materials distributed in relation to the fundraiser;
- Copies of monthly bank statements;
- A record of the expenditure of any money from the proceeds of the fundraiser, including a record of any donation made to the District.

All purchase orders/receipts/invoices must be reconciled with the records maintained regarding expenses and income.

School support organizations must submit an annual financial statement to the administrator or designee by June 30 of each year. The financial statement shall record all income, expenditures, assets, and liabilities of the school support organization for the previous year. School support organizations must also provide a reconciliation of its bank statements with its financial statement. All purchases by the school support organization should have proper supporting documentation, including itemized receipts. All income, including donations/membership fees, should have proper supporting documentation. All money collected by the school support organization – whether

through a fundraiser, donation, membership fee/dues – must be deposited upon receipt. The school support organization’s financial statements are subject to an audit by a representative of the District.

School support organizations must submit an annual budget to the administrator or designee, adopted by its membership, which includes fundraising estimates and planned expenditures (including donations to the District) by August 1 year. A newly-formed school support organization must submit an annual budget to the administrator or designee within 30 days of its approval by the Board. Any amendments to the budget after it has been submitted should be approved by the membership and submitted to the administrator or designee within five (5) days of its adoption.

## Fundraising Request Form

Groups wishing to organize fundraising activities shall complete this *Fundraising Request Form* for approval by the building administrator prior to fundraising plans being initiated.

School or Group requesting or representing: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Sponsor & Coordinator: \_\_\_\_\_

Sponsor email: \_\_\_\_\_

Sponsor phone number: \_\_\_\_\_

Group raising funds: \_\_\_\_\_

Date fundraiser is to take place: \_\_\_\_\_

Amount to be raised: \_\_\_\_\_

Purpose of the fundraiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summarize how the activity will benefit the students of the school, including an estimate of the number of students that will benefit, and the students participating \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of the fundraiser in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the fundraiser require student time? \_\_\_Yes \_\_\_No

If so, how much student time is estimated for the fundraiser? \_\_\_\_\_

Have efforts been made to obtain funds from other sources? If yes, please specify such efforts and the amounts of any other funds that have been secured \_\_\_\_\_

\_\_\_\_\_

*Note: Use additional sheets if necessary to explain the fundraising project request.*

I, the building administrator or designee, of \_\_\_\_\_ School

Approve the request

Approve the request subject to following conditions: \_\_\_\_\_

\_\_\_\_\_

Do not approve the request

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date