

COMMUNITY/SCHOOL FUND RAISING

The Muhlenberg School Board recognizes the support given to the students of the Muhlenberg School District through fund raising efforts by organizations such as home and school associations, student councils, booster groups and other school related organizations.

All proposed fund raising activities of the above mentioned groups must be submitted in writing to administration for approval.

Fund raising activities proposed by other individuals or groups involving solicitation of Muhlenberg School District students and/or staff, during school sponsored activities, must have specific Board approval.

COMMUNITY/SCHOOL FUND RAISING

The prime purpose of home and school associations, booster groups, and other related parent organizations is to promote a positive relationship between the students, home and school. Likewise, the purpose of student councils and other student organizations is to promote a positive relationship between the school and the students.

As an adjunct to the promotion of positive relationships, the above named groups, in cooperation with Administration and other school staff, have traditionally planned and implemented events for the purpose of raising funds for the students and for the schools.

While Administration feels that many of the fund raising projects conducted by school related groups, both student and parent, have been worthwhile, it is felt that some limit must be placed on the purpose and types of fund raising activities sponsored.

Because of this concern, guidelines pertaining to fund raising activities are listed below.

I. Classification

Fund raising activities are classified in the following categories:

A. Home and School Organization Fund Raising

1. Fund raisers such as “fairs”, “fun nights”, etc., should be held at times other than during the school day.
2. Solicitation by students for candy sales, etc., may be conducted only under the following conditions:
 - a) Door to door canvassing should be kept to a minimum.
 - b) The responsibility of clerical work and/or counting of moneys shall rest with the parent organization.
 - c) Student participation must be on a voluntary basis.

B. Student Council/Government

Student council fund raising is conducted in an individual building. Participation is on a school-wide basis and is open to any student. Profits are to be designated in advance for a particular item or purpose.

C. Booster Groups

A list of fund raising activities by booster groups shall be submitted annually to the building principal for approval. Profits should be designated for a specific purpose/project.

D. Other School Related Organizations

Co-curricular organizations such as grade levels, athletic teams, clubs, and other student organizations may sell items such as hoagies, pretzels, candy, etc., for fund raising purposes.

II. Operating Procedures

- A. Any school group or organization requesting a fund raising activity will complete the Fund Raising Activity Form a minimum of eight weeks in advance, for submission to the building principal for review and approval. (See attached form.)
- B. Upon approval of the activity, the principal will insure that any additionally required forms are completed. This would include building use forms (see Building and Facility Use Policy), custodial request forms and certificate of insurance data. The building principal shall notify the requesting group or organization of the status of the request within two weeks after submission.
- C. Any proposed fund raising activity involving exceptions to District procedures are to be submitted through the appropriate supervisor to the Superintendent, or his/her designee, for action.
- D. A financial report is to be submitted to the building principal within 30 days after the conclusion of each student fund raising activity (I. – B & D). The building principal will insure that the financial report is correct and that the funds are deposited in the appropriate account.
- E. The building principal, upon completion of Items II. – A, B, C, & D above, shall forward a copy of the fund raising form with appropriate attachments to the Business office.

III. General Regulations Applicable to all Fund Raising Groups

- A. All fund raising activities are to be conducted outside of the instructional program. Any activities conducted in a building within the school day must have the approval of the building principal and be conducted during non-instructional time.

- B. The following fund raisers are prohibited for students:
 - 1. bingo,
 - 2. gambling (card games, dice, etc.),
 - 3. direct selling of chances and/or raffle tickets,
 - 4. activities involving chances for liquor.
- C. Parent organization activities that are social in nature are not to be covered by the above regulations/procedures.
- D. Solicitation of local businesses for advertisement, prizes, donations, etc., is restricted to parent related organizations and the Spring Musical for the publication of the program only.
- E. Fund raising by school related organizations for non-school purposes must be approved by the appropriate supervisor.

IV. Fund Raising by Non-School Groups Must be Submitted Through the Superintendent or His/Her Designee for Board Consideration

V. Guidelines for Administrative Review of Proposals

When acting upon fund raising proposals, the principal/supervisor should take into account the following procedures:

- A. health, safety and welfare of students,
- B. impact on school or community,
- C. conflict of interest,
- D. legal implications,
- E. financial problems,
- F. merits of purpose of fund raising.

Administrative Procedures: 7.3
Adopted: 3/19/86
Amended:

MUHLENBERG SCHOOL DISTRICT
Laureldale, Pennsylvania

FUND RAISING FORM

Date Submitted _____

I. Fund Raising Information (to be completed by organization representative)

A. Name of Organization _____

B. Person Responsible for Activity _____

Phone Number _____

C. Activity _____

D. Date of Activity _____

E. Extent of Involvement of Students _____

F. Purpose of Fund Raising Activity _____

G. Special Considerations _____

II. Administrative Checklist (to be completed by principal)

Approval given organization along with requirements as follows:

Building Use Form Custodial Request Certificate of Insurance

Disapproval (reason for disapproval attached)

Other (specify) _____

Principal's Signature Date

III. Financial Report Attached (Muhlenberg School District reserves the right to request a financial statement from any booster group or home and school association operating within the school district.)

Close-out Date _____

Principal _____

School _____

Date _____