

Administrative Regulations
5220
Fund Raising

Regulations

- A. Fund raising is only authorized through the approved fund raising application process.
- B. School staff must submit fund raising applications to the Superintendent or designee, for review and approval one month prior to the beginning of the proposed activity. Fund raising requests shall be submitted using the current Application for Fund-Raising Project form.
- C. Fund raising activities are not to be conducted during the school day, nor are students to be involved in fund raising during instructional time.
- D. It is the responsibility of the principal to assure that staff, students and the instructional program do not suffer as a result of any fund raising activity.
- E. Fund raising projects involving the sale of food items by student clubs or organizations shall not occur on school campuses during the instructional day or on buses. The sale of candy bars as single items is strictly prohibited except as it occurs in conjunction with school sponsored after school concession activities.
- F. Students in grades K-8 are prohibited from conducting door-to-door fund raising for their school or school related organizations.
- G. Student clubs and organizations are limited to one fund raising activity each year which involves solicitation (selling items, taking orders, contributions or pledges).
- H. If additional operating funds are needed, student clubs and organizations may conduct non-soliciting fund raisers (car washes, carnivals, bake sales, yard sales, etc.).
- I. The involvement of staff and students in fund raising by non-school organizations during the school day is to be limited to providing information, materials and making announcements. School personnel shall not be responsible for the collection of money for non-school groups or organizations.
- J. Staff and students may volunteer, on an individual basis, to participate in fund raising for a non-school organization outside of the school day. Persuasion to participate shall be avoided.
- K. Individual schools and school-based groups may choose to conduct fund raising activities for non-school organizations or individuals. Such fund raising activities should focus on civic responsibility, non-profit support and assistance for those in financial need.

L. When schools or school-based groups choose to sponsor and conduct fund raising activities for non-school organizations or individuals, schools may collect and process funds through appropriate school-based channels.

M. School sponsored non-school fund raising activities should not infringe upon instructional time or activities.

N. Crowdsourcing

1. Utilize the established Fundraising Process:

- Any crowdsourcing platform used must allow for reconciliation with the school bookkeeper and must have an end date.
- This will allow for purchasing, asseting, and inventorying of approved materials and equipment.
- Crowdsourcing platform shall not require a local match.
- The Superintendent may accept donations up to \$5000 in value. Donations exceeding \$5000 require approval by the Board of Education (Policy 8220).

2. All collections or solicitations shall exclude identifiable information about students.

3. Donations and collections must be received by **check only**.

4. Any and all technology purchases must be purchased and asseted through the Haywood County Schools ITC Department.

5. All other purchases must be inventoried through school inventory procedures.

6. All funds and procured items become the property of Haywood County Schools and will be held in place for their intended purpose at the school for which they were procured.