

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

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Subject: Fund Raising	Date Approved: May 15, 1984 February 21, 2006 November 17, 2009 Date Effective: May 15, 1984 February 21, 2006 November 17, 2009

1. **PURPOSE**

To establish guidelines, criteria, and procedures for fund raising activities in the Somerset County Public School System. School should consider the economic limitations of the community when considering any fundraising activity.

2. **PROCESS:**

A. **Community Agency fundraisers for the Agency:**

1. Community agencies are recognized non profit organizations. These organizations are generally supported through taxpayer dollars. Approval must be obtained from the Superintendent or his/her designee before participating in any community fundraiser.
2. Individual schools may participate, on a voluntary basis, in community fund raising activities which have been approved by the Superintendent. Participation by the Somerset County School System in such activities is not to be considered an endorsement of the charity by the school or school system. Some examples of agencies which may be approved by the Superintendent are: UNICEF, Trick or Treat for Epilepsy, Read-a-Thons sponsored by the American Heart Association, the National Multiple Sclerosis Society, Walk America (March of Dimes), United Way, and the Maryland Association for Retarded Citizens.
3. Funds are collected using pledge envelopes by participating individuals. Checks should be made payable to the community organization and are not processed through the school activity funds account. Funds are turned in to the community organization at the event.

B. **School Sponsored Fundraisers (candy, wrapping paper, cookie dough, etc):**

1. All requests for a fundraising activity should include a purpose of the fundraiser (how the funds will be used) and a budget (to include gross sales, cost of product and estimated net profit). The building principal will have the authority to grant or deny permission for any fund raising activity.
2. Building principals should limit the number of fundraisers by the school to prevent placing hardships on students, parents, guardians and the community. School pictures are not included as a school sponsored fundraiser.
 - a. Elementary schools should have no more than two (2) school sponsored fund raising activities in a year.

- b. High Schools will be allowed a maximum of two (2) fundraisers a year.
 - c. JM Tawes Technology and Career Center will be allowed no more than three (3) fund raising activities a year.
 - d. Somerset Intermediate will be allowed no more than three (3) fund raising activities a year.
 - e. Teams and departments may approach the building principal for specific fund raising events for the given year.
3. Participating students are encouraged to sell items only to family and friends; students are not to go door to door soliciting sales.

C. PTA/PTO/Parent Booster Club Activities:

1. The parent organization shall identify their fund raising activities to the principal and request approval.
2. The parent organization should identify to the public the sponsored activity. Suggested language would be: "XYZ fundraiser sponsored by ____ School Parent Organization." Parent Organizations are responsible for the activities and funds – these funds are not to be accounted for within the school's records. (See Policy 800-6).
3. PTA/PTO/Parent Booster Club activities are not counted in the number of school wide fundraisers in B. 2.

D. Solicitation from Community/Civic Organizations:

1. The Board recognizes and appreciates the willingness of the community and various agencies (including civic organizations such as the Lions Club and Elks) to contribute to specific schools' activities or projects as needed and when requested.
2. The school level sponsor should submit intention to request funds to the Building Principal following the guidelines in School Sponsored Fundraisers (B. 1. above). The principal should forward the request to the Superintendent for final approval BEFORE the community/civic group is contacted.
3. All funds received should be properly acknowledged to show appreciation for the community's support.

E. Donations:

1. There are times of emergency or disaster within the community, state or nation (such as Red Cross support for hurricane victims) that a school may wish to collect funds to provide assistance. With principal approval, schools may collect funds for these types of activities, depositing and recording the funds within the school books, clearly designating the fund's purpose. The funds should then be disbursed to the organization with oversight of the emergency or disaster.
2. There are times of emergency or disaster that impact a student or school community directly (house fire). With principal approval, schools may collect funds for these types of activities, depositing and recording the funds within the school books, clearly designating the funds' purpose. The principal, using their best discretion, may disburse the funds directly to the individuals involved, or may use the collected funds to purchase prepaid cards or needed items to assist the family. The use of funds should be clearly supported within the school bookkeeping records and provided at the year end audit.