

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 5 – FINANCIAL MANAGEMENT</b>  <b>File: 11-27</b>  <b>File: 5-21 Activity Fees and Fund Raising</b></p>	<p><b>Last Reviewed: 6-28-10</b>  <b>Next Review: 7-01-12</b></p>
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**Activity Fees**

Student activities are not to become profit-making organizations. Their purpose is to enrich the experiences of the student population. Therefore, fees charged by any organization or club shall be no greater than the amount needed to sustain its normal function and provide for unexpected expenses. The fees charged by an organization, club or activity shall not be such that they automatically discriminate between those students financially able to participate in the activity and those who cannot participate because of limited financial resources.

**Fund Raising**

The Board realizes that some school groups such as bands, junior and senior classes, and other similar groups sometimes find it necessary to appeal to the community for support through fund raising activities. The Board also recognizes that its patrons cannot support unlimited solicitations from school groups; therefore, it shall be the responsibility of the school principal to evaluate the needs of his/her school groups and approve only those fund raising activities that are essential.

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**R 5--21-1 General Guidelines and Regulations**

The guidelines listed below are intended to allow the school community an opportunity to support school activities and at the same time they will protect the patrons of our schools against an unreasonable amount of solicitations.

- ❖ All fund raising organizations must be approved by and registered annually with the Treasurer/Financial Officer/Director of Purchasing.
- ❖ The principal shall have the responsibility of determining which organizations on campus will be permitted to conduct fund raising activities. All fund raising activities must be approved in advance by the principal.
- ❖ All fund raising activities must be approved by the Treasurer/Financial Officer/Director of Purchasing prior to proceeding with the activity.
- ❖ All schools within a given attendance area should coordinate fund raising activities to eliminate concurrent fund drives.
- ❖ All parents/guardians shall be informed of the fund raising activity and that the participation of their child is optional.
- ❖ No fundraiser should be approved that requires or expects minimum sales from each student.
- ❖ Before beginning the fund-raising activity, the school must publicize the purpose for which the funds are being raised. These funds MAY NOT be diverted for other expenses.

- ❖ All students participating in the fundraisers shall have specific information available for potential customers regarding the purpose of the fundraiser including the name of the sponsoring group and the firm supplying the product. All participating students shall be provided, and carry with them while involved in fund raising activities, a copy of the currently approved information form.
- ❖ Major fund raising drives are defined as those that involve the selling of chances, magazine sales, going door-to-door selling goods, and other similar efforts.
- ❖ The number of major fund raising drives which will be allowed per school per calendar year are:
  - Elementary Schools – 1
  - Middle Schools – 2
  - Senior High School - 3
- ❖ Service related fund raising activities will not be restricted since the public will be volunteering to purchase the service or goods. Examples of Service Related Fund Raisers are: Car washes, bake sales and dinners.
- ❖ All schools should be sure they are selling "quality" items.
- ❖ It is recommended that dues be collected whenever possible in lieu of fund raising activities.
- ❖ The selling of concessions at athletic contests is not restricted.
- ❖ Funds that are raised in the name of the school shall be expended for projects to enhance school activities. Surplus funds shall not be returned to individual students, nor shall they be expended to purchase personal items for students. Organizations that cease to be active and are disbanding or graduating classes that have surplus funds shall turn them over to the principal to be used for a worthy project in the school. The organization or class may designate the project.
- ❖ Fund raising activities shall be listed on the school calendar of events.
- ❖ School groups will not be permitted to solicit money by stopping travelers on the highways of Preston County.
- ❖ Schools may reward students through an established prize program for selling products; however, schools may not permit students to receive a percentage of all sales for selling the products as funds are being raised in the name of the school and should be expended for school activities.
- ❖ All fund raising activities will be comprised of offering a product or a service. Fund raising activities based solely on soliciting funds are not permitted.

**R 5-21-2      Criteria for Approval of Major Student Sales Vendors**

- ❖ The profit margin for the school should be approximately 40%.
- ❖ The product or goods must be available for inspection.
- ❖ The description of the sales program shall be available with all contractual obligations clearly specified.
- ❖ The quality/quantity of the product shall be deemed appropriate and in accordance with that available locally.
- ❖ The sales shall be considered appropriate for the class or organization conducting the sales.

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Adopted:                      December 12, 1983  
Amended/Revised:        June 28, 2010