

No. 915-AR

CANON-MCMILLAN
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

915-AR. PTA/PFA/PFO FUNDRAISING GUIDELINES

FUNDRAISING BUDGET:

- I. The fundraising maximum is determined by taking the set fundraising amount permitted for the school year times the total pupil enrollment. Each year the fundraising amount is to be increased by \$2.00. The set fundraising amount for the next three years is as follows:

- 2014-2015 \$79 / pupil
- 2015-2016 \$81 / pupil
- 2016-2017 \$83 / pupil
- 2017-2018 \$85 / pupil
- 2018-2019 \$87 / pupil
- 2019-2020 \$89 / pupil

An additional per pupil amount may be authorized if the PTA/PFA/PFOs assume funding for field trips/transportation.

1. When determining the fundraising budget for the next year, an additional 15 students should be added to the student enrollment number to cover new students entering in the next year.
2. The ending balance on June 30th should only contain sufficient funds to pay for activities/events that will take place prior to the receipt of fundraising proceeds for that next school year (within \$100). Exceptions may be made at the discretion of the Superintendent and disseminated collectively through Parent Council.
3. If the ending balance exceeds the prior year's balance due to better than expected fundraising in that year (year one), then in the following year (year two), the organization will reduce fundraising in the major student fundraiser. If the balance does not go down due to better than expected fundraising again, then in year three, no fall student fundraiser will be permitted.

ADDITIONAL GUIDELINES:

Fundraising money can be used to purchase items for the schools. Prior to any donation or purchase the PTA / PFO / PFA must follow the process outlined below.

1. Seek approval from the building administrator. Purchases or donations should be made to assist and support the school's current curricular and extracurricular endeavors. They cannot interfere with existing efforts or supplant new programs, staff, or facilities.
2. Donations and purchases must meet school district standards and specifications. Building administrators must forward approved requests to the appropriate department for review.
3. Qualifying purchases or donations will be presented to the school board for final approval.
4. Once approved by the school board, the building administrator will notify the organization that appropriate funding or items can be released to the school district.
5. Donations and purchases accepted by the board become district property. The district will assume all responsibility and reserves the right to utilize the donation or purchase in the best interest of the district, unless otherwise stipulated.

Process for K-6 Field Trips

- Formula: \$8 multiplied by the # of students in the school.
- The pot of money does not include transportation, parent organizations would need to budget that cost separately.
- The pot of money is flexible and can be used to fund trips of varying amounts as long as you do not exceed the total amount determined by the formula.
- Parent organizations should only fund one field trip per grade level each year, regardless of the cost.
- Grants for field trips are permitted. No parent group should pursue a grant in the district's name without seeking approval from the principal first.
- Donations and sponsors are not grants. Grants are specific, have an application and approval process, available to all eligible parties, and are typically linked directly to the establishment you wish to visit.
- Parent groups can offer input on potential trips, but the teachers and building principals should determine what trips occur. Plan in advance so the pot of money is not inequitably distributed or depleted.
- Field trips or travel that result from district wide approved curriculum or co-curricular programming shall not be included or affected by these guidelines.

Elementary Fundraising

All elementary fundraising (K-6) will occur at the same time for each building. This schedule is set yearly by Parent Council. This sale window is for merchandise only.

Parent groups are permitted to preorder an estimated amount of merchandise to have on hand for the first day of the fundraising window to distribute to children/parents at this time. No

distribution of this merchandise can occur prior to the fundraising window nor can students/parents use presale forms to have customers order merchandise prior to the fundraising window.

Schools are encouraged to share information about their merchandise to be sold during their fundraiser with other schools to avoid overlap.

Parent groups are permitted to collect rebates from approved fund – outside of the fundraiser window: ie:

- Box Tops
- Restaurant Nights
- Book Fairs
- Market Day

A spring fundraiser can only occur if the parent organization did not reach their budgeted figures and they had specific fundraisers approved by the Board. ('Miscellaneous Fundraisers' is not specific enough, however, 'Apparel Sale' is acceptable.) If the organization did not have a spring fundraiser approved, a new fundraiser application must be submitted to the Athletic Office for approval by the Board.

Secondary Fundraising

At the secondary level, building administrators oversee the various fundraising endeavors solicited from classes, clubs and organizations. Consideration should be given to a moratorium of fundraising at these levels during the K-6 two-week fundraising window.

Board Policy – 229, 915

Adopted: 9/06

Revised: 10/14, 02/15, 02/17, 5/17