

## **GUIDELINES FOR SCHOOL-WIDE FUNDRAISING**

**Effective Beginning Second Semester, 1996-97**

A school-wide fundraiser is a fundraising activity that directly benefits the school in which the students will be selling items or soliciting contributions, pledges or orders.

### **GUIDELINES FOR SCHOOL-WIDE FUNDRAISING ACTIVITIES**

- Fundraising activities shall not be used as the primary means of providing equipment, materials and services that are ordinarily financed by capital outlay or maintenance and operational funds.
- Principals should involve parents in all aspects of school-wide fundraising including planning, conducting and providing accountability.
- Students may not participate without permission from a parent or guardian.
- The statement, "Door-to-door sales by students are not sanctioned by schools," must be included in a parent information letter. (Southern Association of Colleges and Schools [SACS] prohibits door-to-door sales for grades pre-K through grade 6.)
- Fundraising activities should not be done during instructional time, except as provided for under the Board of Elementary and Secondary Education's policy relative to extracurricular activities. School identification should accompany the product.
- Parents will be notified of the following:
  1. Purpose and goals of the fundraiser,
  2. Fundraiser begin date,
  3. Fundraiser end date,
  4. Estimated net revenue, and
  5. Total revenue earned, and how money is spent or retained.

### **GUIDELINES FOR INCENTIVES FOR SCHOOL-WIDE FUNDRAISING**

- Group incentives used for fundraisers must not exclude students that did not participate.
- Incentives will not include extra credit nor have any effect on a student's grade, whatsoever.

Ref: Board Minutes November 14, 1996