DF-R- FUNDRAISING ADMINISTRATIVE PROCEDURE

The Cape Elizabeth School Board recognizes that most fundraising affiliated with the school unit falls within the categories of Student/School-Based Fundraising or School-Affiliated Fundraising.

Guidelines for All Fundraising Efforts

I. Fundraising activities must not interfere with the student's obligations to the academic program.

II. All fundraising activities, aside from regular school events such as concerts and athletic events, must have prior approval of the building administrator. If approval is denied, an appeal may be made to the Superintendent.

III. The fundraising activities of school-based and school-affiliated organization groups shall be limited and coordinated so as not to be burdensome to the community. Any individual fundraising project that has a targeted amount over $20,000 must have the prior approval of the School Board. This $20,000 amount allows the Cape Elizabeth School Board to evaluate the level of financial commitment being asked of Cape Elizabeth citizens, including (but not limited to) parent groups, booster and community members. In cases of conflict between fundraising activities, in-season activities shall be given preferences.

IV. Projects resulting in alterations or additions to the physical plant/grounds must have the prior written approval of the Superintendent. (Examples include renovations, furnishings, playground/classroom equipment, signs, scoreboards, field restorations, etc.)

V. Revenue and expenditure reports shall be submitted to the Principal, and all fundraising activity will be subject to the School Department accounting and auditing procedures.

VI. At no time shall a student be required to participate in fundraising activities.

VII. All checks should be made payable to the group or school department responsible for the fundraising effort, not to an individual.

Student/School-Based Fundraising

Student/school-based fundraising refers to activities involving the participation of students. Such activities include school-wide fundraising projects and individual school-based club/organization projects.

I. Students shall not miss instructional time to participate in fundraising promotions/activities without permission of the building principal.

II. Activities undertaken by students must be approved in advance by the building principal and athletic director, as appropriate.

III. Fundraising activities should involve offering a service or product for the contribution received.

IV. Student participants in fundraising activities must be supervised by an adult and are expected to abide by the school's behavior code of conduct.

V. School organizations shall not be used to raise funds for non-school groups except for charitable purposes.

VI. Revenue and expenditure reports shall be submitted to the Principal, and all fundraising activity will be subject to the School Department accounting and auditing procedures.

School-Affiliated Fundraising

School-affiliated fundraising refers to parent/community groups certified as affiliated with the Cape Elizabeth School Department for the purpose of raising monies to benefit students. Examples include parent-teacher organizations/associations, Project Graduation, and School Board appointed and approved groups.

I. School-affiliated groups must have prior approval from the building principal for all fundraising activities.

II. Use of school facilities by school-affiliated groups shall be determined by the School Facility Use Policy.

III. Revenue and expenditure reports shall be submitted to the building principal or athletic administrator as appropriate, and all fundraising activity will be subject to the School Department accounting and auditing procedures.

Cross Reference:

- DF - Fundraising
- EFE - Competitive Food Sales
- KJA- Relations with Booster Organizations
- JIC - System-wide Student Code of Conduct
- KF - Community Use of School Facilities

ADOPTED:

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