



<b>Student Activities: Fund Raising Activities</b>	<b>JJE</b>	<b>5/13/09</b>
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**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Part of that goal is not to distract students and staff from the task of learning by activities that inappropriately encroach upon instructional time.

Further, the District recognizes that its public image is partially dependant upon sound fiscal management. Therefore, revenues generated through fund raisers and/or community fund drives must have a designated purpose which must be clearly communicated in the dissemination of information to students, parents/guardians, and the school community.

**RULE:**

**A. GENERAL PROVISIONS:**

**1. Authority:**

The Cobb County Board of Education (Board) authorizes the Superintendent and principals to act on the Board's behalf concerning:

- a. Student fund raising activities; and
- b. Student participation in community agency fund drives.

**2. Guidelines:**

**a. Sponsor:**

Fund raising activities may be sponsored/conducted by:

- (1) The school itself;
- (2) A school support organization (PTA, PTSA, Booster Club, and Foundation);
- (3) A Partner in Education or Partner at Large as recognized through the Partners in Education program of the Cobb County Chamber of Commerce; and/or
- (4) Organizations within the school, such as performance groups, school clubs and student organizations.

**b. Approval:**

**(1) Cost Evaluation:**

Prior to approving a fund raiser, the Principal or designee should evaluate the potential financial benefit of the fundraiser compared to the costs it will generate in terms of staff time and effort; utilities and clean-up. Part of the evaluation process is the completion of [Form JJE-1](#) (Fund Raising Approval Report) which is to be maintained with the school's financial records for audit purposes.

**(2) Prior Approval:**

The Principal shall assure the prior approval of all fund raising activities including fund raising activities conducted by school support organizations (for on line fund raising activities, see Section A(2)(c)(9) below for additional approval requirements). When considering fund raising activities sponsored by Booster Clubs, the Principal should also refer to Administrative [Rule KJA](#) (Relations with Booster Organizations).

**(3) Fund Raising Screening Committee:**

Principals are encouraged to establish a Fund Raising Screening Committee, which may be composed of representatives of administration, faculty and

school support organizations, to assist the Principal with:

- (a) The determination of which fund raising/charitable activities the school will support;
- (b) The coordination of the school's drives with those of school support organizations and other fund raising/charitable activities.

**(4) Conclusion of Fund Raiser:**

Complete the fund raiser profit percentage analysis on [Form JJE-1](#) (Fund Raising Approval Report). This report should be maintained with the school's financial records for audit purposes.

**c. Guidelines:**

Regardless of who is sponsoring/conducting the fund raiser, the following guidelines apply unless noted otherwise:

- (1) All fund raising activities must comply with all Board Policies and District Rules, procedures and guidelines including but not limited to Financial Services and Human Resources procedures. These Policies, Rules, guidelines, and procedures are available on the District Web site or through the Principal, the Bookkeeper, Financial Services, or Human Resources;
- (2) Schools are prohibited from conducting door-to-door fund raising by students in activities sponsored by the school in which students would be selling items or soliciting advertisements, contributions, pledges, or orders;
- (3) Students may not participate in the collection or accounting for monies received for fund raising purposes unless under direct supervision of an adult;
- (4) Fund raising activities, regardless of sponsor, may not involve any student during instructional time:
  - (a) If approved by the Principal, an exception may be made when students are involved in curriculum-related exercises such as:
    - 1) Reviewing/purchasing book fair offerings;
    - 2) Jumping rope for Jump Rope for Heart; and
    - 3) Students participating in a privilege, such as "hat day."
  - (b) The above exceptions do not include the collection of funds during instructional time.
- (5) No classroom instructional/resource personnel shall be responsible for the accounting of funds resulting from approved fund raising activities sponsored by school support organizations;
- (6) All fund raising activities must comply with state law. The policy office must be consulted if there is any question as to the legality of an activity;
- (7) Requests for exceptions to the provisions of Administrative Rule JJE must have prior approval of the policy office.
- (8) Profits resulting from fund raisers sponsored/conducted by school support organizations shall become the property of the school support organization. All expenses related to the fund raiser shall be the responsibility of the school support organization.
- (9) Financial Services must give prior approval for on-line fund raising activities conducted by schools, including approval of the proposed contract.
- (10) Schools should avoid contracting school-sponsored fund raisers that utilize school facilities but provide minimal return to the school and could be characterized as attempts to avoid the requirements and/or limitations of Administrative [Rule KF](#) (Use of School Facilities).

**B. SPECIFIC REQUIREMENTS:**

Approved fund raising procedures and activities shall conform to the following:

**1. Contracts:**

All referenced contracts must comply with the following Financial Services requirements:

- a. Only the Principal may sign the contract on the District/school's behalf;
- b. The contract may not extend beyond the signing Principal's contractual employment

- period;
- c. The contract wording must include the statement that if the signing Principal leaves the school or District during the contract period, the contract is void unless signed by the new Principal;
  - d. The contract:
    - (1) Must be construed under Georgia law;
    - (2) Must not include any indemnification or hold harmless provisions;
    - (3) Must not require the school to make an advance payment to the vendor
    - (4) Must provide for the agreed upon distribution of proceeds between the vendor and school within two months of the conclusion of the fund raiser; and
  - e. Each contract must comply with Financial Services' approved procurement requirements and procedures. Contracts for on-line fund raising activities must be approved by Financial Services. Such approval may require legal review.
2. **Activities:**
- a. **Advertisement:**

Refer to Administrative [Rule KH](#) (Solicitation and Advertising on School Property) and Administrative [Rule CFIA](#) (Monitoring-Recording Staff and Students).
  - b. **Annuals/Yearbooks:**

The production of a school annual or yearbook shall be at the option of the school.
  - c. **Book Fairs:**

School-sponsored book fairs shall operate as an extension of the school media program and, therefore, may be conducted during the instructional day. The book fair sale shall be by contract between the District/school and the book fair company.
  - d. **Clubs:**

The following guidelines are applicable to both school clubs and student organizations as defined in Administrative [Rule JJ](#) Student Activities: School Clubs/Organizations and Student Organizations):

    - (1) **School Clubs:**
      - (a) Sections 2.b and 2.c above apply to fund raisers conduct by school clubs;
      - (b) Dues shall be determined by the sponsor with approval of the Principal;
      - (c) Fund raisers sponsored by the club must be approved by the sponsor who must then obtain the approval of the Principal prior to committing to holding the fund raiser.
    - (2) **Student Organizations:**
      - (a) Sections A.2.b and A.2.c.(2) through A.2.c.(7) above apply to fund raisers conducted by student organizations;
      - (b) Dues shall be determined by the student leadership of the organization;
      - (c) Fund raisers sponsored by a student organization must be approved by the organization's student leadership who must obtain the approval of the Principal prior to committing to holding the fund-raiser;
      - (d) Funds collected and used by student organizations which are not school clubs must not be handled as part of the school financial procedures or accounted for through the school books.
  - e. **Community Agency Fund Drives:**

Schools may conduct community agency fund drives in compliance with Financial Services' approved requirements and procedures and within the following guidelines:

    - (1) Activities involving community agency funds and drives shall be based on and emphasize humanitarian motives. Proceeds associated with the donation shall be for a purpose/program determined in advance and publicized prior to the collection of funds;
    - (2) Door-to-door solicitations of these funds by students is prohibited;
    - (3) Charitable organizations shall provide the means to collect and transport donations unless the sponsoring employee is voluntarily willing to do so outside his/her instructional day. Parent volunteers may also be used to collect and/or transport donations;

- (4) Drives shall not be approved which involve the collection of, or accounting for, funds by District employees during their instructional day;
- (5) Participation by students and/or employees is voluntary.
- f. **Dues-High School Class:**  
Class dues shall be determined by the sponsor with the approval of the Principal.
- g. **Newspapers:**  
The production of a school, grade, class newspaper shall be at the option of the school with the approval of the Principal and in compliance with Administrative [Rule ICFA](#) (Curriculum and Course Guides). No instructional time may be used for sales.
- h. **Purchasing Cards/Commitment Cards:**  
Schools may participate in purchasing card/commitment card agreements where the school receives a designated percent of the monetary amount of the purchases incurred at the sponsoring business:
  - (1) The purchasing agreements shall be by contract between the school and the sponsoring business.
  - (2) The school shall not appropriate pre-existing purchasing agreements between school support organizations and sponsoring businesses.
- i. **Recycling Activities:**  
Recycling activities may be operated by the school, school sponsored clubs and organizations, student organizations, or a school support organization as a service and educational activity for students, parents/guardians, and staff.
- j. **Sale-of-Product Oriented Fund Raisers:**
  - (1) The large-scale sale of products, such as wrapping paper or candy, to the school community shall be by contract between the school or sponsoring school support organization and the fund raising company.
    - (a) If the school is sponsoring the fund raiser, Principals should negotiate with the fund raising company to provide to the school a forty percent or greater return but shall not accept less than a twenty-five per cent return on total proceeds of the sale.
    - (b) If a school support organization is sponsoring the fund raiser, the Principal should consider the percentage of return the school support organization is receiving as part of the fund raiser approval process. The above percentages may be used as guidelines.
  - (2) The above provisions are not intended to apply to or limit school sponsored, small-scale sale of products to staff and/or students, such as biscuits before school or a snack machine in the teacher's workroom.
- k. **Sale-of-Service Oriented Fund Raisers:**
  - (1) The large-scale offering of services, such as driver education or SAT preparation classes, to the school community shall be by contract between the school or sponsoring school support organization and the service provider.
    - (a) If the school is sponsoring the fund raiser and the majority of participants are:
      - 1) Students enrolled in the sponsoring school, Principals should consider the service's educational return to the school as he/she negotiates with the service provider for the most favorable financial return possible but shall not accept less than a twenty per cent return on total proceeds; or
      - 2) Not students enrolled in the sponsoring school, Principals should negotiate with the service provider to provide to the school a forty percent or greater return but shall not accept less than twenty-five percent return on total proceeds of the sale.
    - (b) If a school support organization is sponsoring the fund raiser, the Principal should consider the percentage of return the school support organization is receiving as part of the fund raiser approval process. The above percentages may be used as guidelines.
  - (2) The above provisions are not intended to apply to or limit school sponsored

clubs and/or after school programs.

**l. School Pictures:**

The sale of school pictures shall be by contract between the school and the photography company. Such sales shall provide to the school a minimum of:

- (1) Forty percent return for individual pictures;
- (2) Twenty-five percent for group pictures and other products.
- (3) Senior portraits may be excluded from percentage contracts, in order to minimize senior expenses.

**m. School Spirit Items:**

School spirit items may be sold to students/parents/guardians. No instructional time may be used for sales.

**n. School Stores:**

School stores may be operated:

- (1) As an extension of the instructional program under the provisions of Administrative [Rule IMI](#) (School Stores);
- (2) By the school or a school support organization as a service for students, parents/guardians, and staff.

**o. Service Projects, Community:**

Schools may participate in hands-on community service projects provided no door-to-door solicitation is involved or instructional time used.

**p. Tickets:**

Tickets for student concerts, plays or other activities shall be sold before or after school hours and/or during the student lunch periods.

Adopted: 7/22/82

Reclassified an Administrative Rule: 9/1/04

Revised: 4/13/83; 8/8/84; 7/28/88; 6/28/90; 5/23/91; 1/23/92; 4/23/92; 12/14/94; 5/29/97; 1/22/98; 5/28/98; 5/25/00; 9/21/00; 5/11/05; 1/26/06; 2/14/07; 1/14/09; 5/13/09