

FINANCE

School Activity Funds

Fund-Raising

This regulation supersedes Regulation 1370.6.

I. PURPOSE

To establish guidelines for the selection and approval of school-sponsored fund-raising activities and fund-raising activities sponsored by school-related organizations.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. The department of responsibility has changed from the Department of Communications and Community Outreach to the Department of Financial Services.
- B. This document has been revised in its entirety.

III. DEFINITIONS

- A. Fund-raising refers to the raising of money by students and others for the educational benefit of students and their schools. Examples may include:

Book fairs	Fun fairs
Advertising in school publications	Magazine drives
Donations	Tag Day
Craft or candy sales	Spaghetti dinners
Performances	

- B. School-sponsored refers to activities or events planned, organized, controlled, supervised, and supported by Fairfax County Public Schools (FCPS). These activities may occur before, during, or after the scheduled school day.
- C. School-related organization sponsored refers to activities or events planned, organized, and completely controlled by school-related organizations.
- D. The term, school-related organization, refers to parent-teacher associations and booster clubs.
- E. Business and community partnerships are agreements entered into by schools or school-related organizations for fund-raising in support of school initiatives.

IV. GENERAL REQUIREMENTS

- A. Fund-raising activities that are conducted on behalf of the school and/or involves student participation must be approved by the school principal irrespective of whether it is done by a school-sponsored or a school-related organization. Refer to Section V. for approval procedures.
- B. The principal is responsible for ensuring that all fund-raising activities do not significantly disrupt with the school's instructional day. Refer to the current version of Regulation 1320, Guidelines for Restricting Interruptions to Instructional Time – Middle and High Schools.
- C. Student participation in all fund-raising activities is optional. Principals can encourage school-wide participation, but may not require any student to participate in a fund-raising activity.
- D. Refer to attached summary of the types of fund-raising and requirements (Attachment A, Fund-Raising Summary).

V. APPROVAL PROCEDURES

- A. Approval from the principal is required before scheduling any fund-raising activity or event conducted by the student body, clubs, classes, and other school activity groups. Only official school groups (e.g., senior class) and clubs (e.g., technology club) will receive approval for fund-raising activities. (Refer to Attachment B, Fund-Raising Approval Checklist.)
- B. Fund-raising activities sponsored by school-related organizations that will benefit FCPS programs and/or involve student participation require approval from the principal.
- C. Sponsors of fund-raising activities should complete and submit the attached form, (refer to Attachment C, Fund-Raiser Approval Request), to the principal for approval at least four weeks prior to the date of the planned event. A copy of this form should be kept on file at the school in the finance office with the fund-raising records.

VI. EXCLUSIONS

This regulation does not apply to the sale of student pictures or the operation of school stores. Requirements for student pictures and school stores are governed by current versions of Regulation 5810, School Activity Funds Management; Policy 5830, School Stores; and Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds.

VII. SCHOOL-SPONSORED FUND-RAISING REQUIREMENTS

- A. Sponsor
 - 1. School-sponsored, fund-raising activities that involve student participation are required to have a staff member from FCPS as a sponsor.

2. School-related organizations may support and provide assistance for school-sponsored fund-raising activities without controlling or directing any aspect of the activity.

B. Fund-Raising Calendar

1. Schools must maintain a fund-raising calendar that includes event dates, sponsor names, and the type of fund-raising activity planned.
2. Principals must review the calendar to ensure a reasonable and appropriate number of fund-raising activities are planned throughout the year. Consideration should be given to the amount of community involvement and level of student participation.

C. Budget

The sponsor for each group requesting approval of a fund-raising activity is required to submit a written budget to the principal. (Refer to Attachment D, Fund-Raiser Budget Sheet.) The budget should include:

1. Overall fund-raising goal and anticipated revenue.
2. Estimated expenditures (e.g., supplies) associated with the activity.
3. Intended use for all funds raised.

D. Financial Responsibilities

1. Sponsors of fund-raising activities should work with the principal and the school finance officer to ensure that all FCPS accounting procedures are followed. Refer to the current version of Regulation 5810, School Activity Funds Management, and the School Finance Handbook at <http://fcpsnet.fcps.edu/fs/systemSupportGroup/guidelines/techAADocuments/SchoolFinanceHandbook.pdf> for further guidance. This link is available only through computers within the internal FCPS network (FCPSnet).
2. A purchase order must be submitted and approved by the principal before any items are purchased for a fund-raising activity.
3. Keep all cash in a secure location (i.e., safe). Inventory and items for sale must also be secured to avoid possible theft. The sponsor should never leave money or items for sale unattended.
4. Students should not handle funds without direct supervision from the activity sponsor or other adult volunteer.
5. Fund-raising sponsors must complete deposit slips and turn in funds collected to the finance officer on a daily basis.
6. All funds collected during a fund-raising activity must be recorded and deposited in a school activity fund account in a timely manner as per Regulation 5810, School Activity Funds Management.

7. Activity sponsors should review all deposit slips, receipts, and reconciliation reports related to the fund-raiser for accuracy and address any discrepancies with the school finance officer.
8. Schools must make an effort to utilize the majority of funds collected during the school year the funds were raised.
 - a. These funds must be utilized for the purpose in which they were collected.
 - b. In the event the funds cannot be used for the original purpose, the principal will determine an alternative use for the funds that will benefit the student body. A memo documenting the alternative use of the funds must be kept with the original fund-raising records.
 - c. Fund-raising sponsors must notify the principal if any proceeds from a fund-raising activity are remaining at the end of the school year. Principal approval is required before those funds remaining are utilized.
9. All funds raised on behalf of a school and accounted for in school activity fund records will become property of the school.

E. Food Sales

Fund-raising activities involving the sale of food and/or beverages (e.g., bake sale) are prohibited before or during the school day on school premises. Certain restrictions and nutrition guidelines on food items sold after the school day may also apply to fund-raisers. Refer to the current version of Regulation 5004, Food Sales in Schools, for further guidance.

F. Advertising for the Activity

Advertising for the fund-raising event must clearly state the fund-raising goal, intended use of the funds, and contact information for the event sponsor.

G. Distribution of Materials

Any materials distributed (paper and/or electronic) to promote a fund-raising activity must be age appropriate, not harmful to children, nonpolitical, and consistent with the current versions of Policy 1365, Distribution of Materials, and Regulation 1367, Distribution of Fliers or Other informational Materials, Nonprofit Organizations' Access, and Procedures for Contests and Competitions.

VIII. CONTRACTS WITH FUND-RAISING VENDORS FOR SCHOOL-SPONSORED FUNDRAISERS

- A. School-sponsored fundraisers with external vendors must have a written contract establishing the provisions of the fund-raising activity. The contract must be signed by the vendor and the school principal. A copy of the contract and any supporting documentation should be kept on file at the school for audit review and be available for public review upon request. Fund-raising sponsors, teachers, and staff members should

not sign contracts or enter into agreements on behalf of FCPS. These documents must be signed by the principal.

- B. All contracts must adhere to the guidelines in the current version of Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds. Any contract exceeding \$5,000 may be subject to competitive procedures and additional administrative review.
- C. The Office of Procurement Services (OPS) maintains a list of approved fund-raising services contracts. Activity sponsors must refer to this before entering into a contract with a fund-raising vendor. Contact OPS if the vendor selected is not included on this list. The list can be found at the following website: <http://fcpsnet.fcps.edu/fs/procurement/vendorlinks/FundraisingServicesContracts.shtml>. This link is available only through computers within the internal FCPS network (FCPSnet).
- D. If the fund-raising vendor is conducting solicitations on behalf of the school for donations of property or money, the school must require the professional fund-raiser to provide verification that it has registered with the Virginia Department of Agriculture and Consumer Services, as required by the Virginia Solicitation of Contributions Law. Any written contract for such services must include a statement that the fund-raising vendor is, and will remain, in compliance with the Virginia Solicitation of Charitable Contributions Law for the duration of the contract.
- E. Fund-raising vendors are required to cover expenses related to and obtain the proper insurance policies, permits, and licenses that are necessary to conduct business in locations where fund-raising activities will occur.
- F. In order for a school to enter into a contract with a vendor that offers products for resale, the company must specify the exact percentage of the gross revenue that will be retained by the school. Schools should not enter into agreements that provide limited or no benefit or profit for the school.
- G. If the fund-raising activity is conducted by the vendor, the school is required to request that a record of sales is maintained by the vendor in order to substantiate gross revenue. All receipts, including cash and checks, should be accounted for by the vendor. No receipts should be accounted for in school activity fund records. Upon completion of the fund-raiser, the vendor should provide payment of commission or profit to the school.
- H. If schools are conducting a fund-raising activity, all sales and receipts must be recorded in a school activity fund account. Upon completion of the fund-raising activity, the vendor should receive payment less the profit due to the school.
- I. All fund-raising contracts, regardless of value, must be reviewed by Risk Management, Office of the Comptroller, Department of Financial Services, before they are signed by the principal.

IX. SPECIAL REQUIREMENTS

A. Sales Price

The sales price set for items to be sold during a fund-raising activity may not exceed 25 percent of the original purchase price, or \$5.00, whichever is the lower of the two amounts.

Example 1: A mug purchased for \$10.00 can have a maximum sales price of \$12.50.

Example 2: A t-shirt purchased for \$25.00 can have a maximum sales price of \$30.00.

B. Restrictions

1. School-sponsored bingo fund-raisers, silent auctions, raffles, and sales of raffle tickets by students on school premises are prohibited.
2. Fund-raising activities that require solicitation (e.g. cold calling) by individual students through the use of telephone, social media, or e-mail is not endorsed by FCPS. This is not intended to prohibit students from contacting friends and relatives on their own initiative, with parental permission/consent.
3. Student grades, extra credit, academic, or extra-curricular activity indicators are strictly prohibited from being linked to any fund-raising activity.
4. Group competition that puts pressure on individuals to participate is prohibited.
5. School-sponsored interscholastic sporting event fund-raisers (i.e. competition between different schools) are prohibited at the elementary school and middle school level. Refer to the current version of Policy 3860, Extracurricular Activities – Athletics, Clubs, and Activities.
6. Fund-raisers and fund-raising incentives should not include any items on the prohibited activity list (e.g., dodge ball, limousine rides) maintained by Risk Management, Office of the Comptroller, Department of Financial Services. The prohibited activities list can be found at: <http://www.fcps.edu/fs/comptroller/riskmanagement/factsheets/RM-50P.pdf>.

C. Door-to-Door Solicitation

1. Elementary school students are prohibited from participating in door-to-door solicitations.
2. Middle school and high school students may participate in door-to-door solicitations. When soliciting funds, students must announce the name of the school they attend, explain how the funds will be used, and what percentage of the money earned will remain with the school or school activity.
3. Parents must provide written permission for their child to participate in any door-to-door solicitation. (Refer to Attachment E, Parental Authorization and

- Acknowledgement of Risk.) Sponsors of fund-raising activities should distribute the forms at least ten days prior to the start of the fund-raiser.
4. Door-to-door solicitations must not be scheduled during normal school hours.
 5. Fund-raising sponsors must adhere to and enforce the following safety measures when planning a door-to-door solicitation:
 - a. Students must travel in groups of two or more and be closely supervised by an adult chaperone.
 - b. Students must not enter homes to drop off flyers or collect funds.
 - c. Students must not go door-to-door after dark.
 - d. Students must not approach a home that has a posted “No Solicitation/No Solicitors” sign, a “No Trespass” sign, a “Beware of Dog” sign, an “Electric Fence” sign (dog barrier), and/or where animals are off of a leash.
 6. Each middle school and high school (secondary schools will count as one separate middle school and one separate high school) is limited to two schoolwide, school-sponsored, door-to-door solicitations per school year. Thus, a schoolwide (total student body) magazine drive and a candy sale undertaken as a unified effort by all school clubs would constitute the maximum permissible door-to-door solicitations for one school in a given year.
 7. The number of solicitation campaigns conducted by individual school clubs in middle schools and high schools will be controlled and limited by the principal.
 8. Principals must have on file, as a part of his or her annual school management plan, a fund-raising document that includes a plan for approved door-to-door fund-raising activities.

D. Nonsolicitation Fund-Raising

Nonsolicitation fund-raising activities are encouraged in lieu of door-to-door solicitations and are not limited in number. A nonsolicitation activity is one in which the contributor participates of his or her own volition, such as attending a book fair or a bake sale.

E. Online Fund-Raising

1. Fund-raising contracts with an online component must follow all guidelines stated in section VIII., Contracts with Fund-Raising Vendors for School-Sponsored Fund-raisers, of this regulation.
2. The use of public or personal crowd funding websites to solicit funds for official school-sponsored activities, field trips, or purchases is permissible, but must be limited to a few initiatives during the school year. In addition to the school principal, this type of fund-raising activity must also be approved by the appropriate region assistant superintendent. The following restrictions apply to the use of crowd funding websites:

- a. The total donations received through a crowd funding website for a school-sponsored activity may not exceed \$10,000.
 - b. Donations cannot be used for staff compensation, nonstandard equipment, or gifts for employees.
 - c. The crowd funding website must be approved for use by Department of Information Technology.
3. Online advertising for the fund-raising event must clearly state the fund-raising goal, intended use of the funds, and contact information for the event sponsor.
 4. The use of official FCPS school names, logos, mascots, or other likeness is prohibited when the online fund-raising activity is sponsored by a school-related organization.

F. Disclosure and Exchange of Information and Records

School-related organizations performing fund-raising, whether as volunteers or as sponsors, shall be considered to be school volunteers and “school officials” as that term is defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

School-related organizations shall hold any personally identifiable student information, other than directory information, provided to them by FCPS staff as confidential.

School-related organization officials shall promptly notify the school principal of any breach or wrongful disclosure of this confidential personally identifiable student information.

Any request to release records containing confidential personally identifiable student information to anyone other than FCPS staff or the parent of the student who is the subject of the record must be referred promptly to the school principal for action.

To the extent not otherwise available to FCPS on the FCPS systems/network or at the school site, the school-related organization shall make such records available to FCPS upon request so that it may carry out its business operations, including, but not limited to, responding to disclosure requests under the Virginia Freedom of Information Act (VFOIA) §§ 2.2-3700 to 3714, the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g, court orders and subpoenas, investigations and audits. The school-related organization shall produce requested documents (to the extent they exist) to FCPS staff within five business days. FCPS will extend the five-day deadline if doing so does not impair FCPS’ ability to carry out its business obligations

X. INCENTIVES FOR STUDENTS

A. Prizes

Prizes and activities (e.g., pizza party) for students who participate in fund-raising activities may be provided as long as they do not interfere with instructional programs, and adhere to the previously mentioned restrictions and nutrition guidelines.

B. Fund-Raising Proceeds

1. Fund-raising proceeds from school-sponsored activities must benefit and be distributed equally to the entire student body or specific group (e.g., third grade, drama club, etc.).
2. Fund-raising proceeds from school-sponsored activities cannot be applied for the private benefit of individual students or staff members.
3. Fund-raising proceeds generated from activities sponsored by school-related organizations may be designated for the purpose of providing financial assistance to students who are in need.

XI. FUND-RAISING SPONSORED BY SCHOOL-RELATED ORGANIZATIONS

School-related organizations must provide a full accounting of fund-raising activities and the use of the proceeds. The organization must follow all applicable provisions of this regulation for all fund-raising activities done on behalf of a school, including activities that do not involve student participation or if the principal determines that the fund-raising activity will be co-sponsored by the school.

A. Requirements

1. The school-related organization must meet with the principal to discuss the needs of the school and plan fund-raising activities that support these efforts. All activities should be consistent with the goals and missions of FCPS.
2. The sponsoring organization must assume financial responsibility for its activities and not pass any financial obligations to FCPS or the school. Proper permits, licenses, and insurance for events must be obtained by the school-related organization.
3. FCPS resources (e.g., school letterhead) may not be used to advertise the fund-raiser.
4. Fund-raising activities sponsored by school-related or other organizations may not significantly disrupt the school day.
5. Proceeds or benefits from fund-raising activities conducted on behalf of the school will become property of the school. The funds or benefits, as per the budget approved by the principal, must be remitted to the school in a timely manner.
6. All funds raised during an event co-sponsored by the school, must be receipted into school activity fund records.

B. Accountability

1. School-related organizations must keep all contracts, accurate financial records, and supporting documentation related to fund-raising activities done on behalf of a school. These documents must be available for the principal to review upon request.
2. School-related organizations must comply with all applicable federal, state, gaming, and FCPS regulations.
3. Principals have the authority to remove the affiliation with FCPS from any school-related organization that violates or is noncompliant with these regulations.

Legal references: Section 501(c)(3) of the Internal Revenue Code
20 U.S.C. § 1232g, Family Educational Rights and Privacy Act (FERPA)
§§ 2.2-3700 to 3714, Virginia Freedom of Information Act (VFOIA)

See also the current versions of:

- Regulation 1320, Guidelines for Restricting Interruptions to Instructional Time – Middle and High Schools
- Policy 1365, Distribution of Materials
- Regulation 1367, Distribution of Fliers or Other Informational Materials, Nonprofit Organizations' Access, and Procedures for Contests and Competitions.
- Policy 3860, Extracurricular Activities – Athletics, Clubs, and Activities
- Regulation 5004, Food Sales in Schools
- Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds
- Regulation 5810, School Activity Funds Management
- Policy 5830, School Stores
- School Finance Handbook

Fund-Raising Summary

Category	Fund-Raiser Controlled by			
	School	Co-Sponsored	School-Related Organization (Scenario 1)	School-Related Organization (Scenario 2)
Principal Approval Required	✓	✓	✓	✓
Budget Required	✓	✓	✓	✓
Financial Reporting to School Required	✓	✓	✓	✓
Proceeds, Goods, or Services Provided to	School	School	School	School-Related Organization
Accounting	LSAF*	LSAF*	External	External

*LSAF- Local School Activity Funds Account

Scenario 1 Example: PTA hosts a gift wrap fund-raiser to support the purchase of equipment for the school. All proceeds from the fund-raiser are provided to the school to purchase the equipment.

Scenario 2 Example: Booster organization raises funds for a specific project or activity that is managed and controlled by them. Example: scholarship fund.

Fund-Raising Approval Checklist



Before the Activity Begins

- Create a budget that identifies overall fund-raising goal, anticipated revenue, and associated expenses
- Submit the proposed fund-raising activity and budget to the principal for review
- Obtain the principal's approval before the fund-raising activity begins
- Identify the event sponsor (FCPS, PTA, booster, etc.)
- Determine whether or not the fund-raising activity involves student participation
- Designate an individual to manage the activity and all funds raised



Financial Requirements

- A purchase order must be submitted and approved by the principal before any items are purchased for a fund-raising activity
- All funds collected during an FCPS-sponsored or co-sponsored fund-raising activity must be recorded and deposited in a school activity fund account in a timely manner
- Schools must make an effort to utilize the majority of funds collected during the school year the funds were raised



Contracts with Fund-Raising Vendors

- Review the list of approved fund-raising contracts maintained by the Office of Procurement Services
- Have all contracts signed by the principal and vendor
- Follow all purchasing regulations and guidelines

- Do not enter into an agreement that does not provide a benefit or reasonable amount of profit for the school
- Risk Management must review all contracts, regardless of the value



Planning and Managing the Activity

- Once approval is received, pick date(s), time(s), and location(s) for the activity
- Add the fund-raiser to the activity calendar
- Advertisements must clearly state the intended use of all funds raised
- Sales price for items may not exceed 25% (max of \$5) of the original purchase price
- Complete deposit slips and turn in cash to the finance office daily for deposit
- Keep a file for receipts, contracts, and back up documentation related to the fund-raising activity
- Elementary school students may not participate in door-to-door solicitations
- Parental permission is required for middle school and high school students who participate in door-to-door solicitations
- Avoid fund-raising activities that require students to solicit funds via telephone (e.g., cold calling), social media, or e-mail
- Review and follow all safety measures for door-to-door solicitations
- Online fund-raising activities must follow all procurement guidelines
- Use of an online crowdfunding website requires approval from the region assistant superintendent and the Department of Information Technology
- Fund-raising proceeds must benefit and be distributed equally to the entire student body or specific group (e.g., third grade, drama club, etc.)
- Request and obtain financial records from school-related organizations that sponsor fund-raising activities on behalf of the school

Fund-Raiser Approval Request

Use this form to request approval for a fund-raising activity. Complete the form and submit a copy to the school principal for final approval. Submit requests at least four weeks prior to the planned event date.

****IMPORTANT:** Sponsors should not advertise or finalize plans for this event until approval is received from the principal. All money received must be deposited daily.

Event Sponsored by: School PTA Booster Club Co-Sponsored (FCPS School and PTA/Booster)

Contract With Fund-Raising Vendor: Yes No

If Yes, Name of Vendor: _____

Will This Event Involve Student Participation: Yes No

Participating School:

Class/Team/Group:

FCPS Staff Member Responsible for Activity:

Person Responsible for Managing Funds:

Date(s) of Fund-Raiser:

Location of Fund-Raiser (main office, cafeteria, etc.):

Type of Fund-Raiser: Sales Donations Door-to-Door Other (Specify)

Name of Event/Activity:

Description of Activity (i.e. collection jar, bake sale, etc.):

Intended Use of Profits:

Other Details:

Requester Name (Print)

Date of Request:

APPROVED BY:

Director of Student Activities Signature:

Date:

Principal Signature:

Date:

Fund-Raiser Budget Sheet

Name of Event/Activity: _____
Event Sponsor: _____
Start Date: _____
Fund-Raising Goal: _____

Budget Worksheet					
	Items	Quantity	Estimated Purchase Price	Estimated Selling Price	Estimated Profit
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
	Total				



**PARENTAL AUTHORIZATION
AND
ACKNOWLEDGMENT OF RISK
(DOOR-TO-DOOR FUND-RAISING)**

I hereby grant permission for my son/daughter to participate in the _____
Fund-Raiser sponsored by _____ school. The event will be held on
_____, at _____, from _____ a.m./p.m. to _____ a.m./p.m.
(Date) (Location)

To the best of my knowledge, my child is physically and medically able to participate. I understand that participation in this activity is voluntary, is not required, and that it exposes my child to potential risks normally associated with activities off school grounds.

I understand that because this activity is not held on school property, neither the Fairfax County School Board, nor its employees and volunteers, will have any responsibility for the condition or use of any nonschool property. Also, I have had an opportunity to have all my questions concerning this activity answered by the organizer of this fund-raiser.

I understand that this requested permission will be granted by the school principal upon receipt of this signed form unless I am contacted by the principal.

Date

Print Student Name

Print Parent/Guardian Name

Parent/Guardian Signature