



FAIRFAX COUNTY
PUBLIC SCHOOLS

Department of Financial Services

Office of Procurement Services
8115 Gatehouse Road, Suite 4400
Falls Church, Virginia 22042-1203
Telephone: 571-423-3550

AMENDMENT NO. 3

JUN 05 2015

CONTRACT TITLE: Fundraising Services

CONTRACTOR

SUPPLIER ID

CONTRACT NO.

Booster Enterprises, Inc.
10400 Old Alabama Road Connector
Suite 400
Alpharetta, GA 30022

1000022812

4400003780

Effective immediately and by mutual agreement, Contract 4400003780 is amended as follows:

1. Contract provision 1.3 is deleted in its entirety and replaced with the following:

- Unless otherwise approved by the principal, the Contractor shall not disengage students from instructional class time for any purpose related to the fund-raiser;

2. Contract provision 1.6 is deleted in its entirety and replaced with the following:

- The Contractor shall maintain the confidentiality of all personal information obtained as a result of providing services under this contract. Personal information includes, but is not limited to, name, address, phone number, work/school location, etc. Firms may only use this information for purposes required by this contract. Failure to comply with this requirement may result in immediate cancellation of this contract. Contractor shall not release, disclose, sell, distribute, or otherwise use any FCPS students', staff members' and/or parents' personal information. All other prices terms and conditions remain unchanged.

All other prices, terms and conditions remain unchanged.

ACCEPTANCE:

BY: Ben F. Shoemaker Director of Risk Management
Signature Title

Ben F. Shoemaker
Printed Name

6/2/15
Date

Roger L. Ball
Director

RLB/me

DISTRIBUTION:

Contractor
FCPS - Procurement Services

Boat
6/5/15

ORGANIZATION, PHILOSOPHY, AND GOALS

Local School Organization and Administration

Fund-Raising

This regulation supersedes Regulation 1370.5.

I. PURPOSE

To establish guidelines for elementary and secondary school-sponsored or nonschool-sponsored student participation in fund-raising activities.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

The department responsibility has been changed from the Office of the Superintendent to the Department of Communications and Community Outreach.

III. DEFINITION

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

Book fairs	Fun fairs
Advertising in school publications	Magazine drives
Donations	Car washes
Craft or candy sales	Spaghetti dinners

This regulation does not apply to the sale of student pictures or the operation of school stores.

IV. APPROVAL PROCEDURES

The principal shall have the authority to approve fund-raising activities conducted by the total student body, clubs, classes, and other school activity groups. The principal shall also have the authority to approve fund-raising activities sponsored by nonschool organizations that involve student participation. (See the current version of Regulation 5810, School Activity Funds Management). The principal shall have the responsibility to ensure that such activities do not interfere with the school's instructional day.

V. NONSCHOOL-SPONSORED ACTIVITIES

This regulation does not apply to nonschool-sponsored organizations such as booster clubs or parent-teacher associations while they are conducting fund-raising activities on behalf of schools, provided there is no student involvement in the fund-raising activity and the principal has determined that funds raised need not be receipted into the school activity fund records.

If the nonschool-sponsored fund-raising activity involves student participation or the principal determines that funds raised must be receipted into the school activity fund records, then all provisions of this regulation are applicable. See the current version of Regulation 5810, School Activity Funds Management).

VI. BUDGETING AND ACCOUNTING

A. Budget Projections

The sponsor of each group requesting approval of a fund-raising activity shall submit, in writing to the principal, a projected budget estimating how much money will be raised and how it will be spent.

B. Accounting Controls

Any fund-raising drive accounted for in the school activity fund records must have accounting procedures that ensure that all money collected is turned in to the school principal or his or her designee as soon as possible after being collected. All funds shall be deposited in the school activity fund account.

All funds raised in the name of the school and accounted for in the school activity fund records become the property of the school. Even in cases in which funds are raised for a specific purpose and the funds subsequently are not used for this purpose (for example, funds are raised for a club field trip and the trip is canceled) no refunds shall be made to students. An alternative use for the funds shall be determined by the principal.

VII. SPECIAL REQUIREMENTS

A. Sponsor

Every school-sponsored fund-raising activity in which students participate shall have a sponsor who is a member of the school staff.

B. Class Attendance

Each school year, principals will designate no more than one assembly program at which all school-sponsored fund-raising campaigns will be introduced. No student shall otherwise be excused from a scheduled class for the purpose of planning or participating in a fund-raising activity.

C. Contracts with Fund-Raising Companies

1. A written contract establishing the provisions of the fund-raising activity shall be signed by the vendor and the school principal or his or her designee, and a copy shall be kept on file for audit review. Whenever possible, schools should use contract templates developed by the Office of Procurement Services. Any contract exceeding \$5,000 may be subject to competitive procedures and additional administrative review. Such contracts must be referred to the Office of Procurement Services.

V. GENERAL PRINCIPLES

Principals, through their designees, will participate in the preparation, modification, and interpretation of the policies, regulations, and procedures affecting student body activities. When administering school activity funds, principals and school personnel must adhere to the following general principles:

- A. Exercise due diligence and prudent judgment when using school activity funds.
- B. Use school activity funds solely in accordance with the purpose for which such funds were collected and support the overall educational experience of students.
- C. Use funds derived from the student body to benefit the student body as a whole. Spend funds to benefit students that are currently enrolled in school and have contributed to the accumulation of such funds.
- D. Manage school activity funds in accordance with best business practices, including sound budgetary and accounting procedures.
- E. Ensure that temporary fund account deficits are cleared on a timely basis. Deficits for school business accounts and advanced appropriated accounts are not permitted.
- F. Safeguard and manage school activity funds according to proper internal controls. Adhere to the principles and elements of internal control prescribed for prevention of fraud and embezzlement.
- G. Fairfax County Public Schools (FCPS) approved automated accounting system must be used for the management of school activity funds.
- H. School fundraising activities should not disrupt the instructional program.
- I. Encourage student representation in the management of funds raised by the student body and spend funds for its benefit, subject to faculty supervision.
- J. Ensure that employees do not receive inurement of benefits from school activity funds unless explicitly stated in this regulation.
- K. Conduct student body business in such a manner as to minimize competition with other FCPS business.
- L. Refer to the School Finance Handbook and training documentation for best practices and detailed procedures.

VI. DUTIES AND RESPONSIBILITIES

A. Superintendent

The Superintendent has the responsibility and authority to implement all policies and rules pertaining to the supervision and administration of school activity funds in schools and departments as established by the Fairfax County School Board.