

FINANCE

School Activity Funds

Fundraising

This regulation supersedes Regulation 1370.6

I. PURPOSE

To establish guidelines for fundraising activities conducted by schools and or sponsored by school support organizations.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

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

III. DEFINITIONS

- A. Fundraising – Refers to efforts to raise money for the educational benefit of students and their schools. Fundraising activities may be school-sponsored or sponsored by school support organizations. Examples of fundraising include but are not limited to:
 - 1. Elementary Schools
 - a. Sale of items (e.g., gift wrap, magazines, candy, and candles)
 - b. Fun Run
 - c. Book Fair
 - d. Carnival
 - e. Sale of food (bake sales, cake walk, dinners)
 - 2. Secondary Schools (middle and high)
 - a. Sale of items (for example, gift wrap, magazines, candy, candles, fruit, mulch, Christmas trees)

- b. Tag Day
 - c. Advertisements in year books/programs
 - d. Sale of food (candy, cookies, pizza)
 - e. Student productions (Tiny Tots, etc.)
3. Refer to Attachment A, Fundraising Activities Matrix, for a list of activities similar to fundraising but covered by other regulations (e.g., donations, charity drives, school store).
- B. Principal – School principal or designee.
- C. Fundraising Sponsor – Is the entity or individual responsible for organizing, scheduling, monitoring, controlling, and supervising a fundraising activity.
- 1. School-Sponsored – Refers to activities or events planned, organized, controlled, supervised, and supported by Fairfax County Public Schools (FCPS).
 - 2. School Support Organization – Refers to activities or events planned, organized, and completely controlled by school support organizations. School support organization refers to parent-teacher associations (PTA, PTO, PTSA, PTSO) and booster clubs that provide supplementary support to existing school programs and activities.
- D. School Day – For the purpose of this regulation, refers to any time other than periods during which the school building is allowed under Regulation 8420, Community Use of School Facilities, to be used for community use events.

IV. GENERAL REQUIREMENTS PERTAINING TO ALL FUNDRAISING

- A. Planning – Principals must have on file, as a part of his or her annual school management plan a fundraising calendar that includes event dates, sponsor names, and the type of fundraising activity planned. This includes fundraising events conducted by school support organizations. Principals should review the calendar to ensure a reasonable and appropriate number of fundraising activities are planned throughout the year. Consideration should be given to the amount of community involvement, level of student participation, number of events, timing, and nature of events as to not impose an undue burden on student time or school resources and to not otherwise interfere with school operations. This plan must be available for region assistant superintendent's review.
- B. Approval of Fundraising Activities – Principal permission is required for all school-sponsored fundraising activities. Principals also must approve fundraising conducted by school support organizations to the extent required by Section IX, Fundraising Guidelines for School Support Organizations, of this regulation.

Sponsors of fundraising activities must complete and submit the Fundraiser Approval Request form (refer to Attachment C, Fundraising Notification and Approval Request form) to the principal for approval at least four weeks prior to the date of the planned event. The principal has discretion to waive the time requirement for notification for school-sponsored organizations if the event or activity is not held at an FCPS location and circumstances prevent four weeks' notice. A copy of this form shall be kept on file at the school in the finance office with the school's fundraising records.

- C. Student Participation – Student participation in all fundraising activities is optional. Principals can encourage schoolwide participation, but may not require any student to participate in a fundraising activity.
- D. Fundraising proceeds generated from activities sponsored by school support organizations may be designated for the purpose of providing financial assistance to students who are in need.
- E. Use of Proceeds – Fundraising proceeds cannot be used to enhance staff compensation, to make gifts to employees, to employ persons to perform services at FCPS schools or school-sponsored activities except through temporary positions approved by the Department of Human Resources or service contracts entered into by FCPS, or to purchase equipment, technology or other goods for use in schools or school-sponsored activities not approved for use by FCPS.
- F. Staff Compensation – Fundraising proceeds must not be used to provide salary enhancements to FCPS employees or to contract for services, including the employment of individuals, to be performed at schools, on school grounds, or at school events.

V. GENERAL REQUIREMENTS PERTAINING TO SCHOOL-SPONSORED FUNDRAISING

- A. Scheduling – School-sponsored fundraising activities may occur before, during or after the school day. School-sponsored fundraising activities that occur during the school day must be conducted at an FCPS location. In circumstances where a fundraising activity will encompass the majority of the school day the principal must obtain written approval from the responsible region assistant superintendent.
- B. Parent Permission – Parents may opt out of their child's participation in any school-sponsored fundraising activity held during the school day by providing notice to the school principal. Student participation in school-sponsored fundraising activities that occur after school hours require written parental permission.
- C. Sponsor
 - 1. School-sponsored fundraising activities that involve student participation are required to have a staff member from FCPS as a sponsor. The sponsor is responsible for controlling and directing all aspects of the activity and may not delegate this responsibility to a school support organization or other non-FCPS individual or entity.

2. School support organizations may support and provide assistance for school-sponsored fundraising activities but may not act as a sponsor. Any volunteer assistance supplied by school support organizations shall be under the supervision of the sponsor.
- D. Door-to-Door Solicitations (middle school and high school only) – 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. Elementary school students are prohibited from participating in door-to-door solicitations.
1. 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 fundraising activities shall distribute the forms at least ten days prior to the start of the fundraiser.
 2. Door-to-door solicitations shall not occur during normal school hours.
 3. Fundraising sponsors shall adhere to and enforce the following safety measures when conducting a door-to-door solicitation. Written notice of the following safety measures shall be provided to parents and students prior to the event.
 - a. Students shall travel in groups of two or more and be closely supervised by an adult chaperone.
 - b. Students shall not enter homes to drop off flyers or collect funds.
 - c. Students shall not go door-to-door after dark.
 - d. Students shall 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), or where animals are off of a leash.
 4. 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.
 5. The number of solicitation campaigns conducted by individual school clubs in middle schools and high schools shall be controlled and limited by the principal to ensure that the activities do not interfere with school operations or significantly disrupt class room instruction.

E. Online Fundraising

1. The use of public or personal crowd funding websites to solicit funds for official school-sponsored activities, field trips, or purchases is permissible with the principal's approval.
2. The crowd funding website must be approved for use by Department of Information Technology and comply with Regulation 3008, Instructional Technology Identification, Evaluation, and Approval. Use the following link to request website assessment: <http://fcpsrequestit.fcps.edu:8091/kinetic/DisplayPage?srv=KS001B78BA79B2OwA3TQTgRkIANk6&bc=3>. This link is available only through computers within the internal FCPS network (FCPSnet).
3. All merchant services agreements (MSA) must be reviewed and approved by the Office of the Comptroller, Department of Financial Services. Fundraising sponsors should not provide FCPS bank account information before the MSA is reviewed and approved.

F. Advertising – Any materials distributed (paper and/or electronic) to promote a school-sponsored fundraising activity must state that the purpose for which funds, donated equipment, or goods collected will be used and, if applicable, what percentage of the money raised will remain with the school or school activity.

G. Ownership of Proceeds – All funds raised, donated equipment, or goods collected during a school-sponsored fundraising campaign become the property of FCPS for use by the designated school, program, or activity.

VI. FINANCIAL AND REPORTING REQUIREMENTS FOR SCHOOL-SPONSORED FUNDRAISING

A. Budget – The sponsor for each group requesting approval of a fundraising activity is required to submit a written budget to the principal (refer to Attachment D, Fundraiser Budget Sheet). The budget shall include:

1. Overall fundraising goal and anticipated revenue.
2. Estimated expenditures (e.g., supplies) associated with the activity.
3. Intended use for all funds raised, including provisions for use of surplus funds raised and alternative purposes.

B. Accounting Procedures – Sponsors of fundraising activities shall work with the principal or designee and the school finance officer to ensure that all FCPS accounting procedures are followed. For school-sponsored fundraisers, refer to the current version of Regulation 5810, School Activity Funds Management, and the School Finance Handbook for further guidance. The link to the School Finance Handbook is available only through computers within the internal FCPS network (FCPSnet).

C. Purchases – A purchase order must be submitted and approved by the principal before any items are purchased for a school-sponsored fundraising activity.

D. Receipting of Funds

1. All funds collected during a fundraising activity must be deposited, recorded, and accounted for in the approved local school activity funds (LSAF) accounting system in a timely manner as per Regulation 5810.
2. All cash shall be kept in a secure location (i.e., safe). Inventory and items for sale shall also be secured to avoid possible theft. The sponsor shall never leave money or items for sale unattended.
3. Fundraising sponsors shall complete deposit slips and turn in funds collected to the finance officer on a daily basis.
4. Students shall not handle funds without direct supervision from the activity sponsor or other adult volunteer designated by the activity sponsor.
5. Activity sponsors shall review all deposit slips, receipts, and reconciliation reports related to the fundraiser for accuracy and address any discrepancies with the school finance officer.

E. Use of Funds

1. Schools shall make every effort to utilize funds raised for the purposes they were collected and where possible use the majority of funds collected during the school year when the funds were raised.
2. Schools shall request permission from the donor to use the excess proceeds for specified alternative purpose(s) when the fundraising occurs. In the event funds cannot be used for designated or alternative purpose, funds should be returned to donors.
3. All funds raised on behalf of a school and accounted for in school activity fund records shall become property of the school.
4. Fundraising 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.).
5. Fundraising proceeds from school-sponsored activities shall not be applied for the private benefit of individual students or staff members.

F. Reports – A financial summary and detailed ledgers/reconciliation shall be provided to the principal at the completion of the fundraising activity. Refer to Attachment A, Fundraising

Activities Matrix, for a summary of fundraising activities, sponsorship, proceed requirements, and applicable regulations.

VII. RESTRICTIONS FOR SCHOOL-SPONSORED FUNDRAISING

- A. Sales Price and Markups – fundraising sponsors shall ensure that a reasonable sales price and markups are established for items sold during a fundraising activity.
- B. School-sponsored bingo fundraisers, silent auctions, raffles, and sales of raffle tickets and other forms of charitable gaming as defined by § 18.2-340.15, of the Code of Virginia, are prohibited.
- C. Fundraising activities that require solicitation (e.g., cold calling) by individual students through the use of telephone, social media, or email are prohibited. This is not intended to prohibit students from contacting friends and relatives on their own initiative with parental permission.
- D. Student grades, extra credit, academic, or extra-curricular activity indicators are strictly prohibited from being linked to any fundraising activity.
- E. Fundraising activities involving the sale of food and/or beverages (e.g., bake sales) are prohibited before or during the school day on school premises. Certain restrictions and nutrition guidelines on food items sold during the first 30 minutes after the school day also apply to fundraisers. Refer to the current version of Regulation 5004, Food Sales in Schools, for further guidance.
- F. Group competition that puts pressure on individuals to fund raise is prohibited.
- G. FCPS staff may not receive or accept compensation, gifts, or other benefits from school support organizations or business partners for organizing, supervising, or participating in fundraising activities.
- H. School-sponsored interscholastic sporting event fundraisers (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.
- I. Fundraisers and fundraising incentives shall not include any items on the prohibited activity list maintained by Risk Management, Office of the Comptroller, Department of Financial Services (e.g., dodge ball, limousine rides). The prohibited activities list can be found at: <http://fcpsnet.fcps.edu/fs/riskManagement/factsheets/rm-50.pdf>. The link is available only through computers within the internal FCPS network (FCPSnet).
- J. Prizes and activities (e.g., pizza party) for students who participate in fundraising activities may be provided as long as they adhere to the previously mentioned restrictions and nutrition guidelines and do not substantially interfere with instructional programs.

VIII. CONTRACTS WITH FUNDRAISING VENDORS FOR SCHOOL-SPONSORED FUNDRAISERS

- A. School-sponsored fundraisers with external vendors must have a written contract establishing the provisions of the fundraising activity. The contract must be signed by the vendor and the school principal. A copy of the contract and any supporting documentation shall be kept on file at the school for audit review and shall be available for public review upon request. Fundraising sponsors, teachers, and staff members do not have authority to sign contracts or enter into agreements on behalf of FCPS. These documents must be signed by the principal.
- B. All contracts shall 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 is subject to competitive procedures unless determined to be exempt by the Office of Procurement Services (OPS), Department of Financial Services. This also applies to contracts for yearbooks, class rings, and student pictures.
- C. OPS, Department of Financial Services, maintains a list of approved fundraising services contracts.
 1. Refer to this list before entering into a contract with a fundraising vendor. Contact OPS, Department of Financial Services, 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> The link is available only through computers within the internal FCPS network (FCPSnet).
 2. Activity sponsors are required to use the FCPS central contract if one is in place with the desired vendor.
- D. If the fundraising vendor is conducting solicitations on behalf of the school for donations of property or money, the school must require the professional fundraiser 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 fundraising vendor is, and will remain, in compliance with the Virginia Solicitation of Charitable Contributions Law for the duration of the contract.
- E. Fundraising 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 fundraising activities will occur.
- F. In order for a school to enter into a contract with a fundraising vendor, the company must specify the exact percentage of the gross revenue that will be retained by the school. Schools shall not enter into agreements that provide limited or no benefit or profit for the school.

- G. If the fundraising 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 shall be accounted for in school activity fund records. Upon completion of the fundraiser, the vendor shall provide payment of commission or profit to the school.
- H. If schools are conducting a fundraising activity, all sales and receipts must be recorded in a school activity fund account. Upon completion of the fundraising activity, the vendor should receive payment less the profit due to the school.
- I. All fundraising contracts that will exceed \$5,000 must be reviewed by OPS, Department of Financial Services, before they are signed by the principal.
- J. School commissions and profit amounts guaranteed by the vendor for fundraisings activities shall be disclosed to the participants.

IX. FUNDRAISING GUIDELINES FOR SCHOOL SUPPORT ORGANIZATIONS

FCPS values the participation and the support of school district community groups, including but not limited to, booster clubs and parent-teacher organizations, which strive for the betterment of the FCPS and the education program. The overall goal is to foster a cooperative and supportive partnership between FCPS and school support organizations.

A. School Support Organization Support of School-Sponsored Fundraising

FCPS welcomes the provision of volunteers and donation of resources by FCPS school support organizations to help schools carry out its school-sponsored fundraising. Any donations of materials to the school to assist in a school-sponsored fundraising activity must be pre-approved by the school principal and meet the requirements of FCPS Regulation 5961, Donations to Schools. Volunteers will be under the direction and control of the school principal or designee.

B. General Requirements Pertaining to all Fundraising Conducted by School Support Organizations Regardless of Beneficiary

FCPS recognizes that school support organizations engage in significant fundraising activities both for the benefit of the school division and for the benefit of other recipients of their choosing and that such fundraising activities are operated independently of the School Board, the Superintendent, and the organization's affiliated school. Given the close working relationship between school support organizations and their affiliated school, the following requirements are intended to clarify roles and responsibilities between FCPS and the organization and to eliminate any confusion on the part of the public as to the activities' sponsor:

1. The school support organization must comply with Section IV, General Requirements Pertaining to All Fundraising.

2. School support fundraising activities, if they are held at school locations, may be held only after school hours or on weekends as permitted by community use scheduling guidelines. As an exception, the principal may permit school support organizations to conduct fundraising activities at an FCPS location during the school day provided the activity does not significantly disrupt instruction, provides a benefit to students, raises proceeds for FCPS or the school, and cannot, for practical reasons, effectively take place outside of the school day. In circumstances where the fundraising activity will encompass the majority of the school day, the principal must obtain written permission from the responsible region assistant superintendent. Any school-support organization fundraising held at school locations during the school day must comply with the same rules applicable to school-sponsored fundraising in Section VII, Restrictions for School-Sponsored Fundraising, of this regulation.
3. School support organizations are responsible for obtaining any insurance coverage applicable to their fundraising events. Neither the organization, its members, volunteers, participants, nor contributors are covered by the FCPS liability self-insurance plan for activities sponsored by the organization.
4. The school support organization must comply with all community use requirements and obtain principal approval before using school facilities for fundraising activities.
5. FCPS neither requires nor authorizes its employees to participate in school support organizations' fundraising events. This does not prohibit individuals who are employed by the School Board from volunteering at school support organizations' fundraising events as members or volunteers of the organization during their off-duty time under the supervision of the school organization.
6. The school support organization may not bind the School Board, the Superintendent, or any individual school to any contractual obligation.
7. The school support organization is solely responsible for its own compliance with all federal and state laws and regulations, including but not limited to the State Control of Charitable Gaming, § 18.2-340.15, of the Code of Virginia, and applicable Internal Revenue Service requirements concerning the lawful operation of 501(c)(3) organizations or pertaining to charitable donations.
8. The school support organization is responsible for accounting and deposit into its own bank accounts of any funds collected as a result of its fundraising, including any funds raised for the benefit of FCPS and its schools, until such funds or property are donated to the School Board.
9. Advertisements for events or activities sponsored by school support organizations must include the following disclaimer: "This event [or activity] is sponsored by the [name of the organization] and is operated independently of the Fairfax County School Board, the Superintendent, and [name of affiliated school]."

10. Official FCPS school names and logos may be used by school support organizations only with the permission of the school principal and may not be used in such a way so as to imply that the event or activity is sponsored by the School Board, the Superintendent, or the organization's affiliated school.
11. Distribution of fundraising advertisements is permitted only as allowed by Regulation 1367, Distribution of Fliers or Other Informational Materials, Nonprofit Organizations' Access, and Procedures for Contests and Competitions, and by FCPS rules for use of the Keep in Touch System by school support organizations.

C. School Support Organization Fundraising for the Benefit of the School Board or an FCPS School, Program, or Activity

In addition to compliance with above Section IX.B., General Requirements Pertaining to all Fundraising Conducted by School Support Organizations Regardless of Beneficiary, school support organizations must comply with the following requirement below. This requirement is intended to harmonize the school support organization's fundraising efforts with the school's educational priorities, equipment and facilities needs and standards, and to ensure that fundraising efforts do not interfere with school operations.

School support organizations must obtain the principal's approval for any fundraising activity that is conducted to raise money, equipment, goods or services (proceeds) for use by FCPS before (1) advertising to contributors; and (2) the purchase of goods; or (3) the collection of donated items. As a condition of approval and of identifying the school division or an individual school as the beneficiary of a fundraising activity, the school support organization must agree to donate the proceeds to the School Board and that donation will become the property of the School Board. All donations must comply with Regulation 5961. Funds may be donated to FCPS to be used by FCPS for the employment of temporary staff or for contracting additional services with the approval of the principal and of the Department of Human Resources

D. School Support Organization Fundraising for the Benefit of an Entity Other than the School Board or an FCPS school, Program or Activity

In addition to compliance with other guidelines stated above, school support organizations must comply with the following requirements:

1. FCPS does not require prior principal approval of such fundraising activities, but does require notice to the school principal as provided in Section IV.A., General Requirements Pertaining to All Fundraising, Planning, for coordination with the annual school management plan if the activity involves the participation of students or the use of school facilities.
2. The school support organization may not use the FCPS or individual school's name or logo in advertising or otherwise in connection with fundraising conducted for the benefit of an entity other than the School Board or an FCPS school, program or activity.

X. EXCEPTIONS

Any exceptions to the provisions of this regulation must be obtained in the form of written approval from the assistant superintendent, Department of Financial Services, and the responsible regional assistant superintendent.

Legal Reference: Internal Revenue Code, Section 501(c)(3)
Code of Virginia, § 18.2-340.15, State Control of Charitable Gaming,

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 1375, Charity Drives
- Regulation 2515, Scholarships
- Regulation 3008, Instructional Technology Identification, Evaluation, and Approval
- 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
- Regulation 5812, Ticket Management
- Regulation 5817, Guidelines for Memorial, Commemorative, Scholarship, and Special Purpose Funds
- Policy 5830, School Stores
- Notice 5922, Student Fees
- Regulation 5961, Donations to Schools
- Regulation 8420, Community Use of School Facilities
- Regulation 8424, Booster Club, PTA and PTO Managed Fee-Based Classes, Clinics, Leagues, and Youth Summer Camps in Fairfax County Public Schools (FCPS) Facilities
- School Finance Handbook

ATTACHMENTS

FUNDRAISING ACTIVITIES MATRIX

Type of activity	Who is it managed by?	Does it occur during the school day?	Who does it benefit?	Is principal approval required?	Where are the financial records and accounting?	What is the applicable policy, notice, or regulation?
School-Sponsored Fundraising Examples: - Book Fair - Carnival - Tag Day - Sale of Items - Rebates (e.g. Box Tops for Education) - Fun Run w/contracted vendor - Online (e.g. GoFundMe)	School Staff	Yes and No	School	Yes	LSAF	1370
School Support Organization Fundraising Examples: - Carnival - Tag Day - Mattress/Mulch Sale - Online (e.g. GoFundMe)	School Support Organization	Yes and No	School	Yes	External	1370 5961

OTHER SIMILAR ACTIVITIES

Type of Activity	Applicable Policy, Notice, or Regulation	Examples
Donations	5961	Money Materials (e.g. computers) Volunteer Time (e.g. reading program)
Charities/Memorials/Scholarships	1375 5817 2515	Honor Society Scholarship Pennies for Patients
Student Fees/Club Dues	5810 5922	PE Uniforms Junior/Senior Class Dues
Yearbook, Class Rings, Student Pictures, School Store Sales	1370 5012 5810 5830	Senior Class Pictures
Enrichment Camps/Clinics	8424	Band Camp Athletic Camp

Fundraising Checklist for School-Sponsored Activities



Before the Activity Begins

- Prepare a budget showing by line item anticipated revenue and associated expenses. Include a brief narrative describing the overall fundraising goal.
- Review school activity calendar to avoid scheduling conflicts.
- Submit the Fundraising Notification and Approval Request form (Attachment C) and the Fundraiser Budget Sheet (Attachment D) to the principal for review and approval.
- Obtain approval from the principal before the fundraising activity begins.



Financial Requirements

- A purchase requisition must be submitted and approved by the principal before any items are purchased for a fundraising activity.
- All funds collected during a school-sponsored fundraising activity must be recorded and deposited in a school activity fund account in a timely manner.
- Schools must make every effort to utilize funds raised for the purposes they were collected and where possible use the majority of funds collected during the school year when the funds were raised.
- A financial summary and reconciliation must be provided to the principal at the completion of the fundraising activity.



Contracts with Fundraising Vendors

- Review the list of approved fundraising contracts maintained by the Office of Procurement Services.
- School-sponsored fundraisers with external vendors must have a written contract establishing the provisions of the fundraising activity.

- Do not enter into an agreement that does not provide a benefit or reasonable amount of profit for the school.
- Any fundraising contracts that will exceed \$5,000 may be subject to competitive procedures and additional administrative review.
- Have all contracts signed by the principal and vendor.
- Follow all purchasing regulations and guidelines.



Planning and Managing the Activity

- Schedule date(s), time(s), and location(s) for the activity once approval is received.
- Add the fundraiser to the activity calendar.
- Ensure advertisements clearly state the intended use of all funds raised.
- Complete deposit slips and turn in cash to the finance office in a timely manner for deposit.
- Keep a file for receipts, contracts, and back up documentation related to the fundraising activity.
- Review and follow all safety measures for door-to-door solicitations.
- Collect permission forms for middle school and high school students who participate in door-to-door solicitations. Elementary school students may not participate in door-to-door solicitations.
- Ensure that the activity does not require students to solicit funds via telephone (e.g. cold calling), social media, or email.
- Allocate fundraising proceeds and benefits equally to the entire student body or specific group (e.g. third grade, drama club, etc.).

Fundraising Notification and Approval Request

Use this form to request approval for a fundraising activity. Complete the form and submit a copy to the school principal for final approval. For activities occurring at an FCPS location please 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.

Name of Event/Activity:

Event Sponsored by: **School** **School Support Organization**

Participating School:

Name of Class/Team/Group/Organization:

FCPS Staff Member Sponsor for Activity:

Name and Title Organization Representatives

Date(s) of Fundraiser:

Location of Fundraiser (main office, cafeteria, etc.):

Will This Event Involve Student Participation: Yes No

Will this Event Occur During the School Day : Yes No Number of hours: _____

Will this be conducted for the majority of the school day : Yes No If yes – attach RAS approval

Type of Fundraiser: **Sales** **Event** (e.g. Book Fair) **Donations** **Door-to-Door** **Online Campaign**
 Other (Specify): _____

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

Intended Use of Proceeds

Other Details:

Contract With Fundraising Vendor: Yes No

If Yes, Name of Vendor: _____

Requester Name (Print):

Date of Request:

APPROVED BY

Principal/Designee Signature:

Date:

Fundraiser Budget Sheet

Name of Event/Activity: _____

Event Sponsor: _____

Start Date: _____

Fundraising Goal: _____

(Please describe the overall Fundraising Goal.)

Please refer to the Sample Fundraiser Budget Sheet on the next page.

Estimated Revenues	
Fundraising Activities	
Donations	
Total Revenues	\$
Estimated Expenditures	
Advertising	
Accounting Fees	
Materials	
Community Use Fees	
Fundraising Fees	
Total Expenditures	\$
Net Revenues	\$
Use of Fundraising Net Revenue	
General Transfer to School Activity	
Capital Item	
Scholarship and Grants	
Retention by Support Organization	
Total Uses	\$
Net Revenue must equal Total Use	\$

Sample Fundraiser Budget Sheet

Estimated Revenues	
Fundraising Activities	
5 K Run (Example)	\$ 1,000.00
Tag day (Example)	\$ 1,000.00
Mulch Sales (Example)	\$ 1,000.00
Donations	\$ 500.00
Total Revenues	\$ 3,500.00
Estimated Expenditures	
Advertising	\$ 250.00
Accounting Fees	\$ -
Materials	\$ 250.00
Community Use Fees	\$ -
Fundraising Fees (Contract Fees)	\$ -
Total Expenditures	\$ 500.00
Net Revenues (Total Revenue minus Total Expenditure)	\$ 3,000.00
Use of Fundraising Net Revenue	
General Transfer to School Activity	\$ 1,500.00
Capital Item	\$ 1,000.00
Scholarship and Grants	\$ 250.00
Retention by Support Organization	\$ 250.00
Total Uses	\$ 3,000.00
Net Revenue must equal Total Use	\$ -



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

I hereby grant permission for my son/daughter to participate in the _____
fundraiser 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 non-school property. Also, I have had an opportunity to have all my questions concerning this activity answered by the organizer of this fundraiser.

Date

Print Student Name

Print Parent/Guardian Name

Parent/Guardian Signature