

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: ~~Policy KE/504~~KE, EB, EB-RA  
Responsible Office: OFFICE OF SCHOOL PERFORMANCE

### STUDENT FUNDRAISING ACTIVITIES

#### A. PURPOSE

To establish procedures and guidelines for fundraising by schools, student organizations, and parent organizations at Anne Arundel County Public Schools (AACPS) that maximize student safety, safeguard instructional time, support a common educational experience, and include appropriate accountability provisions.

#### B. BACKGROUND

Fundraising activities by schools, student organizations, and parent organizations promote the general welfare, education, morale, and civic responsibility of students; improve the school community; enhance instruction; and contribute to the support of students and extracurricular activities at AACPS schools.

#### C. PROCEDURES

##### Guidelines for Schools and Student Organizations

The participation of a school in fundraising activities, whether conducted by an entire school or by a student organization, shall be governed by the following guidelines:

##### 1. Approval Process

- a. Fundraisers shall be planned in advance and the number of fundraisers shall be kept to a minimum, as determined by the principal or the principal's designee, to meet the needs of the school.
- b. All fundraising activities shall be approved by the principal or the principal's designee. The following shall be considered when determining whether to approve a fundraiser:
  - i. Student safety, especially as it relates to door-to-door fundraising;
  - ii. The educational value for students; and
  - iii. The overall benefit to the students.

- c. Fundraising activities shall be approved before being scheduled, advertised, or conducted.
- d. Schoolwide fundraising activities shall be communicated to the school community, including staff, students, and parents/guardians.
- e. Each fundraiser shall be clearly identified as to organization sponsorship and purpose.
- f. All fundraisers shall meet the *Maryland Nutrition Standards for All Snacks Sold in Schools*. The marketing and advertising of foods and beverages offered via fundraisers shall meet USDA *Smart Snacks in School* nutrition standards.

## 2. Student Safety

- a. Students may participate in fundraising activities on a voluntary basis. If students who participate in an organization, extracurricular activity, or co-curricular activity are expected to raise funds as part of the participation, the students shall be informed of this expectation in advance. However, a student may not be required to raise funds.
- b. All students participating in fundraising activities shall be provided identification indicating organization sponsorship.
- c. The principal or the principal's designee shall ensure the reasonable safety and security of students while engaged in any school-related fundraising activities.

## 3. Educational Program

- a. Fundraising activities may not disrupt the operation of the educational program.
- b. Fundraising activities may not result in additional work for school staff to the extent that the fundraisers become detrimental to the educational program.

## 4. Accountability and Reporting

### a. *Secondary Schools*

Funds collected in the following instances shall comply with school accounting procedures:

- i. Funds collected from students on school premises; and
- ii. Any funds collected at any time at school-sponsored activities held on or off school premises.

### b. *Elementary Schools*

Funds collected in the following instances shall comply with school accounting procedures:

- i. Funds collected from students on school premises; and
- ii. Funds collected at any time at school-sponsored activities held on or off school premises.

#### **5. Charitable Organizations**

- a. A request by a charitable organization for the participation of a school and/or student organization in a fundraiser shall be considered by the principal or the principals' designee. The principal or the principal's designee shall make the final decision as to approval.
- b. If a student organization initiates a request to support a charitable organization or cause with the proceeds of any fundraising activities, the principal or the principal's designee shall make the final decision as to approval.

#### **6. Compliance**

- a. The principal or the principal's designee may suspend the fundraising activities of any school or student organization that fails to comply with the provisions of this regulation.
- b. This regulation does not apply to funds collected for milk, meals, or direct transactions between vendors and students and/or their parents/guardians (such as the purchase of caps and gowns, graduation announcements, and class rings).

#### **Guidelines for Parent Organizations**

The participation of a school in fundraising activities conducted by a parent organization on school property and/or involving students shall be governed by the following guidelines:

##### **1. Approval Process**

- a. Fundraisers shall be planned in advance and the number of fundraisers shall be kept to a minimum, as determined by the school principal or the principal's designee, to meet the needs of the parent organization.
- b. All fundraising activities shall be approved by the principal or the principal's designee. The following shall be considered when determining whether to approve any fundraiser:
  - i. Student safety, especially as it relates to door-to-door fundraising;
  - ii. The educational value for students; and
  - iii. The overall benefit to the students.

- c. Fundraising activities shall be approved before being scheduled, advertised, or conducted.
- d. Schoolwide fundraising activities shall be communicated to the school community, including staff, students, and parents/guardians.
- e. Each fundraiser shall be clearly identified as to organization sponsorship and purpose.
- f. All fundraisers shall meet the *Maryland Nutrition Standards for All Snacks Sold in Schools*. The marketing and advertising of foods and beverages offered via fundraisers shall meet USDA *Smart Snacks in School* nutrition standards.

4. **2. Student Safety**

- a. Students may participate in fundraising activities on a voluntary basis. If students who participate in an organization, extracurricular activity, or co-curricular activity are expected to raise funds as part of the participation, the students shall be informed of this expectation in advance. However, a student may not be required to raise funds.
- b. All students participating in fundraising activities shall be provided identification indicating organization sponsorship.
- c. The principal or the principal's designee shall advise parent organizations of their responsibility to provide for the reasonable safety and security of students while engaged in the fundraising activities of the organizations.

**3. Educational Program**

- a. Fundraising activities may not disrupt the operation of the educational program.
- b. Fundraising activities may not result in additional work for school staff to the extent that the fundraisers become detrimental to the educational program.

**4. Accountability and Reporting**

a. **Secondary Schools**

- i. Parent organizations affiliated with a school account shall ensure that funds collected in the following instances comply with school's accounting procedures:
  - a) Funds collected from students on school premises during the regular school day; and
  - b) Any funds collected at any time at school-sponsored activities held on or off school premises.

- ii. School accounting procedures do not apply to funds collected for meals, or direct transactions between vendors and students and/or their parents/guardians (such as the purchase of caps and gowns, graduation announcements, and class rings).
- iii. The principal or the principal’s designee may require a final report indicating the amount of funds collected from students on school premises during the regular school day and the purpose for the funds collected. The final report shall be:
  - a) Submitted to the principal or the principal’s designee at the end of each fundraising activity during which funds are collected from students on school premises during the regular school day; and
  - b) Retained in the school's financial records for review during the internal audit process and thereafter for a period of 5 years.

**b. Elementary Schools**

- i. Parent organizations affiliated with a school account shall ensure that funds collected in the following instances comply with school’s accounting procedures:
  - a) Funds collected from students on school premises during the regular school day; and
  - b) Any funds collected at any time at school-sponsored activities held on or off school premises.
- ii. The principal or the principal’s designee may request a final report indicating the amount of funds collected from students on school premises during the regular school day or at school-sponsored activities, and the purpose(s) for the funds collected. The final report shall be:
  - a) Submitted to the principal or the principal’s designee at the end of each fundraising activity during which funds is collected from students on school premises during the regular school day; and
  - b) Retained in the school's financial records for review during the internal audit process and thereafter for a period of 5 years.

**5. Compliance**

- a. The principal or the principal’s designee may suspend the fundraising activities of any parent organization that fails to comply with the provisions of this regulation.
- b. This regulation does not apply to funds collected for milk, meals, or direct transactions between vendors and students and/or their parents/guardians (such as the purchase of caps and gowns, graduation announcements, and class rings).

~~I. Policy: 504~~

~~H. Procedure~~

~~A. Guidelines for Local Schools and School Organizations~~

~~The local participation of the school in fund raising projects, whether conducted by the total school or by student organizations, will be governed by the following considerations:~~

~~1. The fund raising projects will be planned in advance, and the number shall be kept to a minimum, as determined by the principal to meet the needs of the school.~~

~~2. All fund raising projects will be approved by the principal. Three areas to be considered in the decision making process are educational values for students, benefits for students, and the safety of students, especially in conducting door-to-door campaigns.~~

~~3. Students will participate in fund raising activities on a voluntary basis. If the activities of the organization depend upon fund raising by all the students in the organization, all these students shall be informed of the expectation to complete the fund raising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student(s), as determined by the advisor and the principal.~~

~~4. There will be no exploitation of students in fundraisers.~~

~~5.~~

~~8. The projects will not engage school staff in additional work to the extent that the fund raisers become detrimental to the educational program.~~

~~9. A charitable organization's request for the participation of schools and/or school organizations in fund raising drives will be denied.~~

~~10. However, if a school organization initiates a request to support a charitable organization or cause with the proceeds of a fund-raising project(s), the principal will make the final decision as to approval.~~

~~11. Accounting:~~

~~a. Secondary Schools~~

~~Except for money for meals and direct transactions between vendors and students and/or their parents (such as purchase of caps and gowns, graduation announcements, and class rings), all money collected from students on school premises during the regular school day and all money collected at any time at school sponsored activities, on or off school premises, will be accounted for through school accounting procedures.~~

~~b. Elementary Schools~~

~~Except for money for milk and meals, all money collected from students on school premises during the regular school day and all money collected at any~~

~~time at school sponsored activities, on or off school premises, shall be accounted for through school accounting procedures.~~

~~B. Guidelines for Parent Groups~~

~~The local participation of the school in fund raising projects conducted by parent groups on school property and/or involving students shall be governed by the following considerations:~~

~~1. The fund raising projects will be planned in advance, and the number will be kept to a minimum, as determined by the principal with input from the parent group regarding the needs of the group.~~

~~2. All fund raising projects will be approved by the principal. Three areas to be considered in the decision making process are educational values for students, benefits for students, and the safety of students, especially in conducting door-to-door campaigns.~~

~~3. Students will participate in fund raising activities on a voluntary basis. If an activity sponsored by a parent group depends upon fund raising by students associated with the group, all these students will be informed of the expectation to complete the fund raising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student(s), as determined by the responsible adults involved.~~

~~4. There will be no exploitation of students in fundraisers.~~

~~5. The principal will advise parent groups of their responsibility to provide for reasonable safety and security of students while engaged in fund raising projects for the organization.~~

~~6. Each fundraiser will be clearly identified as to sponsorship.~~

~~7. The school community will be made aware of school wide fund raising projects.~~

~~8. All students participating in fund raising activities will be provided identification indicating sponsorship.~~

~~9. The projects will not engage school staff in additional work to the extent that the fundraisers become detrimental to the educational program.~~

~~10. Accounting:~~

~~a. Secondary Schools~~

~~Except for money for meals and direct transactions between vendors and students and/or their parents (such as purchase of caps and gowns, graduation announcements, and class rings), all money collected from students on school premises during the regular school day and all money collected at any time at school sponsored activities, on or off school premises, shall be accounted for through school accounting procedures. For parent groups, the principal shall require a statement indicating the amount of money collected from students on school premises during the regular school day and the purpose(s) for the funds collected. The statement is to be submitted to the principal at the end of each fund raising activity during which moneys is collected from students on school~~

~~premises during the regular school day. The statement is to be retained in the school's financial records for review during the internal audit process and thereafter for a period of five years.~~

~~b. — Elementary Schools~~

~~Except for money for milk and meals, all money collected from students on school premises during the regular school day and all money collected at any time at school-sponsored activities, on or off school premises, shall be accounted for through school accounting procedures. For parent groups, the principal shall require a statement indicating the amount of money collected from students on school premises during the regular school day and the purpose(s) for the funds collected. The statement is to be submitted to the principal at the end of each fund-raising activity during which money is collected from students on school premises during the regular school day. The statement is to be retained in the school's financial records for review during the internal audit process and thereafter for a period of five years.~~

**Regulation History:** Developed by Superintendent \_\_/\_\_/\_\_  
Reviewed by Board of Education \_\_/\_\_/\_\_  
Issued \_\_/\_\_/\_\_

**Note Previous Regulation History:** Replaces Policy 504 Issued 12/06/89 and revised 06/10/1991