

# REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** KE, EB, EB-RA

**Responsible Office:** OFFICE OF SCHOOL PERFORMANCE, DIVISION OF FINANCIAL OPERATIONS

## SCHOOL 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. DEFINITIONS

***Parent Organization:*** an independent organization outside of AACPS led by AACPS parents/guardians or other individuals that is affiliated with a particular school and is intended to facilitate parental/guardian participation in that school. A parent organization includes a parent booster club.

### D. PROCEDURES

#### **Part 1. 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 first 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. 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 must first 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. 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 U.S. Department of Agriculture (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. 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**

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

- a. Funds collected from students on school premises; and
- b. Funds collected 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 or student organization in a fundraiser shall be denied by the principal or the principal's designee.
- 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 or their parents/guardians, including the purchase of caps and gowns, graduation announcements, and class rings.

### **Part 2. Guidelines for Parent Organizations**

Approved parent organizations shall submit the necessary documentation to the school principal regarding their active 501(c)(3) status, current tax filings, audit status, and current insurance, where required. The participation of a school in fundraising activities conducted by a parent organization on school property 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. Parent organizations shall complete the appropriate form when requesting the approval of a fundraiser on school premises. A fundraiser on school premises may only be approved by the principal or the principal's designee.

- c. Fundraising activities require the approval of 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.
- d. Fundraising activities shall be approved before being scheduled, advertised, or conducted.
- e. Schoolwide fundraising activities shall be communicated to the school community, including staff, students, and parents/guardians.
- f. Each fundraiser shall be clearly identified as to organization sponsorship and purpose.
- g. 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. 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. Parent organizations, except parent booster clubs, affiliated with a school account shall ensure that funds collected in the following instances comply with the school's accounting procedures:
  - i. Funds collected from students on school premises during the regular school day; and
  - ii. Funds collected at any time at school-sponsored activities held on or off school premises.
- b. Parent booster clubs affiliated with a school account shall ensure that funds collected in the following instances comply with the school's accounting procedures:
  - i. Funds collected from students on school premises during the regular school day; and
  - ii. Funds collected at any time at school-sponsored activities held on school premises.
- c. 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(s) for the funds collected. The final report shall be:
  - i. 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
  - ii. 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 or their parents/guardians, including the purchase of caps and gowns, graduation announcements, and class rings.

**Regulation History:** Developed by Superintendent 09/17/17; 04/15/20  
Reviewed by Board of Education 10/18/17; 04/15/20  
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**Note Previous Regulation History:** Replaces Policy 504 Issued 12/06/89 and revised 06/10/1991