

## FUNDRAISING ADMINISTRATIVE PROCEDURE

The Cape Elizabeth School Board recognizes that most fundraising affiliated with the school unit falls within the categories of Student/School-Based Fundraising or School-Affiliated Fundraising. These are guidelines that apply to all fundraising efforts that benefit the schools. This procedure excludes the Cape Elizabeth Education Foundation.

Guidelines for All Fundraising Efforts

- A. Fundraising activities must not interfere with the student's obligations to the academic program.
- B. All fundraising activities, aside from regular school events such as concerts and athletic events, must have prior written approval of the building administrator. If approval is denied, an appeal may be made to the Superintendent.
- C. The fundraising activities of school-based and school-affiliated organization groups shall be limited and coordinated so as not to be burdensome to the community. Any individual fundraising project that has a targeted amount over \$20,000 must have the prior approval of the School Board. This \$20,000 amount allows the Cape Elizabeth School Board to evaluate the level of financial commitment being asked of Cape Elizabeth citizenry, including (but not limited to) parent groups, booster and community members. In cases of conflict between fundraising activities, in-season activities shall be given preferences.
- D. Projects resulting in alterations or additions to the physical plant/grounds must have the prior written approval of the Superintendent. (Examples include renovations, furnishings, playground/classroom equipment, signs, scoreboards, field restorations, etc.)
- E. Revenue and expenditure reports shall be submitted to the Principal, and all fundraising activity will be subject to the School Department accounting and auditing procedures.
- F. At no time shall a student be required to participate in fundraising activities.
- G. All checks should be made payable to the group or school department responsible for the fundraising effort, not to an individual.

Student/School-Based Fundraising

Student/school-based fundraising refers to activities involving the participation of students. Such activities include school-wide fundraising projects and individual school-based club/organization projects.

- A. Students shall not miss more than 45 minutes per year of instructional time to participate in fundraising promotions/activities.

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- B. Activities undertaken by students must be approved in advance by the Student Advisory Council, Athletic Administrator and the Principal, as appropriate.
- C. Fundraising activities should involve rendering a service or product for the contribution received, such as concerts, dances, suppers, etc. Gambling devices are prohibited.
- D. Student participants in fundraising activities must be supervised by an adult and are expected to abide by the school's behavior code of conduct.
- E. School organizations shall not be used to raise funds for non-school groups except for charitable purposes.
- F. Revenue and expenditure reports shall be submitted to the Principal, and all fundraising activity will be subject to the School Department accounting and auditing procedures.

School-Affiliated Fundraising

School-affiliated fundraising refers to parent/community groups certified as affiliated with the Cape Elizabeth School Department for the purpose of raising moneys to benefit students. Examples include parent-teacher organizations/associations, athletic/activity booster groups and School Board appointed and approved groups.

- A. School-affiliated groups must have prior written approval for all fundraising activities:
  1. Parent-teacher organizations need the approval of the Building Principal.
  2. Athletic booster groups need the approval of the Athletic Administrator and the Principal.
  3. Activity groups need the approval of the Building Principal.
- B. Use of school facilities by school-affiliated groups shall be determined by the School Facility Use Policy.
- C. It is the intent of the School Board that basic uniform, equipment and material needs will be addressed through the budgetary process. Therefore, school-affiliated fundraising should be limited to providing items which are not normally included in the school budget. Special circumstances that would indicate an exception to this regulation will require the approval of the School Board.

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- D. Any school-affiliated group wanting to make use of the School Department Postal Bulk Mail Permit may make the request to the Business Manager. The group must receive approval prior to use.
- E. Revenue and expenditure reports shall be submitted to the Principal, and all fundraising activity will be subject to the School Department accounting and auditing procedures.

Cross Reference:     KF – Community Use of School Facilities  
                          KF-R – Use of Facilities (Administrative Guideline)

ADOPTED: March 14, 2000

REVISED: May 14, 2002

          January 9, 2007

          June 14, 2011