I. Policy 426

II. Procedure

A. Approvals

1. Process for Authorization

   a. All individuals who organize fundraisers held by a school or a school-sponsored group are required to complete a Fundraiser Authorization and Accountability form. This form and the instructions for completing it are included in the Student Activity Fund Accounting Manual issued by the Financial Reporting Department.

   b. The principal or designee preapproves all fundraising efforts.

   c. The instructional director and chief operating officer must preapprove all fundraisers that will result in facility modifications. Some facility modifications require further approval from the Board of Education (Board), and the chief operating officer will coordinate the approval process with the Board if needed. Work is not to commence until funding is available to cover the entire cost of the project. (Cross-reference Frederick County Public Schools [FCPS] Regulation 200-17; Board Policy 201.5 “Naming Rights”)

   d. The director of Technology Infrastructure preapproves all fundraising that will result in the purchase of technology. (Cross-reference FCPS Regulations 200-33 and 400-31)

   e. The appropriate curriculum specialist approves all fundraising that will result in the purchase of curricular materials.

2. Factors to Consider

   a. It is an expectation that principals will evaluate the time commitment of fundraising activities to ensure student academic success is not compromised.

   b. Student participation in fundraising is voluntary.

   c. Any credits, points, gifts, goods, or monetary rewards received by school staff and volunteers for participating in or achieving goals in a fundraising effort or the sale of any item or service to students becomes the property of the school and not the
staff and volunteers involved with the fundraising or sale effort. This provision does not apply to students.

d. All fundraising activities by schools or school-sponsored groups are required to have an FCPS staff sponsor.

B. Accountability and Reporting

1. Monies collected through fundraising activities are to be deposited in the school’s Student Activity Fund and managed according to the Student Activity Fund Accounting Manual.

2. Schools and school-sponsored groups are responsible for providing appropriate accounting regarding the collection and disbursement of funds.

3. Promotional materials must clearly state the purpose for which funds are being raised, and all net proceeds from fundraising activities must be disbursed for the purpose for which they were collected and in accordance with established policies and procedures. It is suggested that promotional materials name a secondary beneficiary of the funds in the event that funds are raised in excess of the targeted amount.

C. Types of Fundraising

1. Door-to-door or traditional types of fundraising

   Recognizing inherent safety concerns associated with door-to-door solicitations, alternative efforts of selling are suggested such as telephone calls, parental assistance through personal or professional contacts, and adult supervised door-to-door contacts.

2. Online fundraising requirements

   a. Employees are required to share the online site they wish to use with the principal, as well as provide background information and rationale for the request, through the Fundraiser Authorization and Accountability form.

   b. All funds raised on a site must be deposited by check into the school’s Student Activity Fund.

   c. Purchasing guidelines are to be followed when spending funds raised. (See FCPS Regulations 200-07, 400-31 and 200-33)

3. Donation-based crowdfunding sites (e.g. DonorsChoose.org)

   a. For purpose of this regulation, donation-based crowdfunding is defined as tools that source money for a project by asking a large number of contributors to individually donate a small amount to the initiative.

   b. Individuals wishing to raise funds for a particular school are required to obtain written approval, through the Fundraiser Authorization and Accountability form, after providing details such as the site on which the funds would be raised, a
complete copy of the proposed listing, and a copy of the school’s profile for listing on the site. The principal will carefully review the proposed post to ensure that there is no potential legal liability, violation of FERPA or IDEA, or violation of Board of Education (Board) policies or FCPS regulations (i.e. posting that you want the money for snacks could be unintentionally violating the Board’s wellness policy). The proposed post must meet the criteria outlined in FCPS Regulation 200-33 Donations.

c. Funds raised and/or items purchased will be distributed directly from the crowdfunding site to the school being served. To comply with Board Policy 109 Ethics, it should be clear to the employee conducting the fundraiser that all proceeds and/or materials are the property of the school system; they do not transfer with the employee(s) if they leave or are reassigned to another location.

Approved:

Original signed by

Theresa R. Alban
Superintendent