Fund Raiser Rules and Procedures (revised 11-1-18)

Effective Dates:
- **1st Semester** Submission Deadline: July 31
- **2nd Semester** Submission Deadline: December 1
- **Summer Submission Deadline**: April 30
  
  Note: if you plan to sell School T-Shirts during registration or have a “Back to School Dance”, you would need to complete a Summer Fund Raiser Request.

Fundraiser Limit:
- **1st Semester** (limit 3, not including Non-Profit Fund Raisers)
- **2nd Semester** (limit 3, not including Non-Profit Fund Raisers)
- **Summer** (limit 2, not including Non-Profit Fund Raisers)
- **Booster Clubs** (limit 3, see exception in JHA Policy)
  
  Note: Only one crowd funding project per year

Fundraisers include:
- events to raise money for profit;
- collecting items or money for Non-Profit Organizations (see below for Non-Profit Fund Raisers).

Sample Non-Profit Fund Raisers (or for which “no profit” will be earned).

Must complete a “fund raiser request” and receive “approval” before proceeding with event.

These “non-profit” fund raisers will not count toward the limit of three (3).

- Collecting Pet Food for Animal Shelter
- American Cancer Society Events
- American Heart Association Events
- Food Drive
- Clothing Drive
- Relay for Life
- Adopt a Soldier
- Yearbooks
- School T-Shirts

Completing a Fund Raiser Request

- A Fund Raiser Request must be completed.
  
  To access Fund Raiser Request Form visit our website at [www.columbuscityschools.org](http://www.columbuscityschools.org), under “Community Forms”.
- Do not combine several different requests on one Fund Raiser Request.
- Beginning Date, must list exact dates for event, cannot list TBD.
- Completion Date, must list exact dates for event, cannot list TBD.
- Give Detailed Description of Fund Raiser.
- If selling a product, include the vendor contract and/or brochure.

**Do not proceed with Fund Raiser until you receive final “Approval”**.

Remember to print a copy of the “approved” Fund Raiser request for your records.
Letter/Flyer

- Letter and/or flyer to promote your fund raiser must be uploaded and you **must receive approval** prior to sending out.

“Allowable” Fund Raisers:

- Book Fairs (include brochure and/or contract)
- Spirit Items (List items or include brochure and/or contract)
- Clothing Apparel or Hoodies (include brochure and/or contract)
- Alumni Games (include facility request)
- Concession Stand – After School Hours (include facility request)
- Concession Stand – **During** School Hours (**cannot sell candy items**)  
- Senior Pictures / Banners (include contract for photography services)
- Cheer Clinic or Sport Clinic (include facility request; letter or flyer will need prior approval)
- Breakfast with Santa (include facility request if applicable; letter or flyer will need prior approval)
- Spring or Fall Carnival (include facility request and any vendor contract if applicable)
- School Store (**cannot sell food or candy products**, include brochure and/or contract if applicable)
- Junior/Senior Prom (include facility request and any vendor contract if applicable)
- Pizza Family Nights
- Collecting Box Tops
- Coke / Pepsi Products (include contract if applicable)
- Dance Recital, Programs, Flowers (include facility request)
- Band Concert (include facility request)
- Advertisement / Sponsorship Signs (gym, field, fence - letter or flyer will need prior approval)
- Po’boy Sale or Fish Fry
- Dinner / Breakfast at Restaurant
- Golf Tournament (include contract if applicable; **no alcoholic beverages can be served**; letter or flyer will need prior approval)
- Falcon Cards or Sonic Cards (include brochure and/or contract)
- Drink Tumblers (include brochure and/or contract)
- Belk’s Tickets
- Charleston Wrapping Paper and Gifts (include brochure and/or contract)
- Thirty-One Bag Party or Scentsy Party
- Brick Pavers (include brochure and/or contract)
- Sponsorship T-Shirts (include brochure and/or contract; letter or flyer will need prior approval)
- School Mall Mail out (include brochure)
- Raffle Ticket Sales (letter or flyer will need prior approval)
- Band Parade Participation (include contract)
- Sport Schedules (include brochure and/or contract)
- Sell Parking Permits (letter or flyer will need prior approval)
- Garage / Yard Sales / Car Wash

Not Allowed

- No Can Shakes
- Bag for Bucks
- No Food or Candy Sale during the school day \textit{(against school Policy JG - School Wellness)}
- No Dress-Down Days \textit{(against school Policy JCDB – Dress Code for Students)}
- Fund Raisers are not allowed at any intersections \textit{(highways or roadways)}.

\textbf{School Dance, Dance Recital, Band Concert:}
Requires two (2) security officers to be paid at a rate of $30/hour/officer. Clean-up Fee $100.00.
A school administrator must be present at all time.
If using any district facility, you must complete a Rental Contract for Use of School Facilities Form.
Following your event, an invoice will be sent to the organization for the security and clean-up fees.

\textbf{Contact Information:}
The SRO Chief will need to be contacted to arrange for two (2) security officers for your event.
The Custodial Supervisor will need to be contacted to arrange for clean-up.

\textbf{Vendor Use:}
- If using any type of vendor (ex: DJ, Photographer) you must have contract approved, even if no profit is earned.
- If using any vendor for a dance, prom or sport pictures, you must have a contract approved, even if no profit will be earned.

\textbf{Request to Change Date / Substitution:}
- If you would like to change a “date” for a previously approved fund raiser, please contact your principal requesting approval.
- If you would like to replace an approved fund raiser with a “substitute,” fund raiser, see page 2 for allowable fund raisers and contact your principal requesting approval.
If approved by the principal, the sponsor and principal must inform the Superintendent’s Office of the change before proceeding.

\textbf{NEW: DonorsChoose.org and/or other similar sites:}
\textbf{Per Mississippi Department of Education:} If you plan to submit a request on the DonorsChoose.org site (or other similar site), a Fund Raiser Request MUST be submitted and approved before proceeding.
(Note: See Policy DFK for further guidance)

\textbf{Pertains Only to Booster Clubs and PTOs}
- Booster Clubs and PTO Accounts must attach Certificate of Exemption. \textit{(by order of Secretary of State)}
- School Employees \textit{cannot} serve as an officer for a Booster Club or PTO. \textit{(See Policy JHA)}
- Booster Clubs / PTOs should not have any merchandise delivered to schools. All merchandise must be delivered to their “home address”.

\begin{center}
\underline{Must sign and return in order to submit Fund Raisers.}
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\begin{center}
I have read and agree to the “Fund Raiser Rules and Procedures” as stated, and I have viewed the Fund Raiser video.
\end{center}
\begin{center}
\underline{[Signature]} \quad \underline{[Date]}
\end{center}