

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, 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 Mail 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 (*against school Policy JG - School Wellness*)
- No Dress-Down Days (*against school Policy JCDB – Dress Code for Students*)
- Fund Raisers are not allowed at any intersections (*highways or roadways*).

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.

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.

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.

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.**

NEW: DonorsChoose.org and/or other similar sites:

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)

Pertains Only to Booster Clubs and PTOs

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

Must sign and return in order to submit Fund Raisers.

I have read and agree to the “Fund Raiser Rules and Procedures” as stated, and I have viewed the Fund Raiser video.

(Signature)

(Date)