

MIAMI TRACE LOCAL SCHOOL DISTRICT FUNDRAISING PROCEDURES

Fundraisers by school groups involve public money. Proper accountability, including internal controls and documentation, for all products and services sold and funds charged and received is required. The established procedures help to protect the taxpayers, district, students and staff.

All individuals (activity sponsors) wishing to facilitate a fundraiser, must read and sign this document PRIOR to applying for approval of a fundraiser and submit the executed document to the treasurer. By signing this document, individuals are acknowledging their understanding and agreement to follow the procedures. Failure to follow the procedures may result in suspension or loss of ability to conduct fundraisers or disciplinary action by supervisors. A new form must be signed each school year.

1. All types of fundraising and sales require prior approval and form completion. Please contact your building secretary for the proper form.
2. All food sold as fundraisers must meet federal food regulations to be sold during school hours. If they do not meet the regulations, they cannot be sold or distributed during school hours. Please contact the Food Service Coordinator for further information. The Food Service Coordinator will have to sign-off on all fundraisers involving food.
3. If the fundraiser involves an outside company that requires a signed contract, this contract must be board approved and signed by the board president and treasurer. Activity sponsors are not authorized to sign contracts for the school district unless officially approved by the board of education to do so. Please forward contracts to the superintendent and treasurer.
4. Fundraisers are not approved or cannot begin until all individuals have approved the sale. These individuals are the activity sponsor, building principal, superintendent and treasurer. After all signatures have been obtained, the original form will be returned to the building secretary, and the building secretary will notify the activity sponsor when the fundraiser may begin. At the conclusion of the fundraiser, obtain the original fundraiser form from the building secretary for completion.
5. Fundraising for charitable purposes by student activities may be permitted for an organization or individual. Charitable fundraisers include items and funds. Funds raised may be paid directly to a charitable organization or established community fund, or funds may be used to pay for specific purposes of an individual (Examples: healthcare-provider invoices, utilities, clothing, food, etc.). Cash payments are not permissible to individuals or organizations. Student activity groups are to obtain a receipt for the charitable contributions and attach to the submitted fundraiser form.
6. Fundraiser forms MUST include a term of sale.
7. It is recommended that activity advisors obtain parent/guardian approval for student participation in fundraisers via a permission slip. These permission slips should be maintained with the fundraising records. One permission slip for all fundraisers for a specific student group is acceptable. However, you will need to list the specific fundraisers so parents are aware. In addition, the permission slip should state that if the student participating in the fundraiser does not turn in all of the revenue or product, in lieu of revenues, the amount owed will be added to the student's account (cannot be waived) and/or legal action may be pursued.
8. 100% of all fundraising monies are required to be deposited with the school district. You cannot keep cash or use some of the cash collected for any reason.
9. At the end of the fundraising term, if there are students who have not turned in sales revenue or returned unsold products, the students' names and amounts are to be reported in writing to the treasurer and also to the building secretary so they may be added to the students' accounts and collected. This written notification is to be submitted with the completed fundraiser form. Students are not permitted to keep school property or fundraising revenue that does not belong to them. Payment plans for turning in fundraising revenue are not permitted to be established by student activity personnel. The treasurer is responsible for the collection.
10. Personal benefits to individuals based on sales performance during a fundraiser is not permitted, i.e. no prizes, awards or reductions in fees based on sales volume.
11. Fundraising activities are voluntary unless students are notified that participation in fundraisers is a requirement for membership in the group. Otherwise, students cannot be forced to do a fundraiser.

12. Only Miami Trace personnel are to collect fundraising revenue. If non-MT personnel are requested to be utilized for concession stands, they must be officially approved by the board of education in advance. Individuals needing approval are to be submitted to the treasurer for recommendation to the board.
13. Maintain a spreadsheet listing each student's name, the dollar value of product sold, the amount collected from the student and dates. This should be turned in with the fundraiser form at the end of the sale. For catalog sales, some vendors provide a detailed listing per student of items sold and the amount that should be turned in for deposit. If one is not available, you will need to prepare.
14. Students are to be provided pre-numbered receipts for any monies paid or may sign and date the spreadsheet referred to in #13 above, acknowledging that they paid the funds owed. Count the money that is being turned in before the student is permitted to sign the spreadsheet for the amount listed as paid. Initial the signature if agree. The total of the receipts should match the pay-in to the building cashier on the respective, depositing date. Pre-numbered, duplicate receipt books will be provided by the treasurer's department. The duplicate receipts are to be maintained by the activity advisors and may be requested by the treasurer for auditing purposes.
15. As an alternative to a receipt book, a spreadsheet may be created listing the students' names, amounts paid, dates paid and signatures of the students. Make sure you count the money that is being turned in before you permit the student to sign the spreadsheet for the amount listed.
16. When the pay-in for the deposit is prepared, the total on the pay-in form should match the student receipts' total for that day and the total money deposited with the cashier.
17. Compare the cashier's receipt total to activity sponsor records to be sure the information for the deposit matches.
18. Student activity coaches, advisors or any other authorized individuals are encouraged to turn in money received to the building cashier on a daily basis and not to hold money. Per Board Policy #6140, all public monies received by members of the staff that total more than \$1,000 or that cannot be safeguarded shall be deposited with the Treasurer or designated public depository within one (1) business day following the day of receipt. All public monies received by members of the staff that total less than \$1,000 and that can be safeguarded shall be deposited with the Treasurer or designated public depository within three (3) business days following the day of receipt. Proper safeguard of public monies is defined as securing the monies in the building safe or a locked file cabinet until they are deposited with the Treasurer or designated public depository. At no time shall any staff member place public monies in his/her own banking accounts or commingle public monies with their own. Except in cases of extenuating circumstance, i.e., the inability to access the secure place in the building, public monies should not be taken to a person's place of residence.
19. If the fundraiser is a direct sale to students for an item, i.e., T-shirt, students are NOT to be given the item until it has been paid for in full. (Board Policy #6152) If students are paying the actual cost of the item, the amount collected should equal the total amount on the invoice, including any miscellaneous charges such as screen fees, plus shipping and/or handling charges. If the students are paying a sales price for profit, calculate the quantities per the sales price, and that is the amount that should be collected from students.
20. If the fundraiser is a concession stand or store, inventory reconciliation is required. Supporting documentation must include invoices for the items offered for sale to prove cost and detailed information regarding general items sold and at what price to support revenue. Example of items sold list: Pop @ \$.50 – 20 cans (\$10), Water @ \$1.00 – 30 bottles, Pizza @ \$1.00 slice – 15 slices (\$15), Popcorn @ \$.50 bag – 50 bags (\$25), and Candy @ \$1.00 per item – 10 items (\$10). Beginning inventory less ending inventory at the conclusion of the fundraising activity should equal total items sold. Differences must be explained, such as three waters provided to game officials. Inventory reconciliations are to be submitted along with the fundraiser form to the treasurer's department.
21. Within 15 days of the end of the fundraiser, the completed fundraiser form and all necessary documentation are due. This information is to be submitted to the building secretary. Necessary documentation includes documentation proving the cost of the fundraiser (i.e., copies of invoices) and accountability of all sales revenue (i.e., spreadsheets or lists, receipts).
22. If you are in charge of a student activity (200 Fund for clubs, classes, student councils, etc.), it is required that students vote on activities and document in its minutes.

My signature below acknowledges that I have read the above procedures regarding fundraising. In addition, I understand that I am responsible for following all board policies and procedures and non-compliance may result in suspension or loss of ability to conduct fundraisers or disciplinary action by supervisors.

Signature

Date