

Canon-McMillan School District

Procedure I-2

FUNDRAISING

I. Rationale

All school personnel will adhere to district policy #915 as it relates to fundraising for booster associations/parent associations, district policy # 229 as it relates to student fundraising, district policy #618 as it relates to student activity funds, district policy #811 as it relates to bonding, and district policy # 246 as it relates to student wellness.

II. Procedures

- a. Based on Policy # 229, all principals and designees must meet with Parent, Athletic, and student sponsored groups in order to complete an annual information sheet on fundraising. The Annual Information Sheet must be submitted to the district's Athletic Director by May 15th of each year. The Year End Statement (for student activity organizations only) must be submitted at the conclusion of the fundraising or no later than June 30th. If a group does not submit the proper paperwork, they would be jeopardizing their opportunity for future fundraising.
- b. The Athletic Director will compile the fundraising information and submit for Board of Education approval. A compilation of the Year End Statements will be sent to the Business Office.
- c. All principals/designees should review the information sheet to check for complete information and proper fund raising projects. If certain projects seem unusually high or low, please refer to central office before submitting for approval.
- d. All food items sold as fundraisers on school property and available for sale during the school day must meet the guidelines below and will be reviewed by the principal/designee. The school food service director should be contacted to assist the principal/designee in determining the suitability of fundraising items in accordance with the guidelines.
 - i. Items will provide < 250 calories per serving.
 - ii. Packages will be in single serving sizes.
 - iii. Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available anytime during the school day.
 - iv. Total fat will be <35% of the total calories (excluding nuts, seeds, nut butters and reduced fat cheese).
 - v. Saturated fat will be <10% of total calories.

- vi. Sugar content will be <35% by weight (excluding naturally occurring sugars and low fat yogurts) and added sugar will not be listed as the first ingredient. (Table 3)
- vii. Items will contain minimal to no trans fatty acid (Table 4)
- viii. Food items will be available no earlier than 30 minutes after the last meal period of the day.

Note 1: If the food item is not sold on school property and made available during the school day then it is not necessary to adhere to these guidelines.

Note 2: Refer to Fundraising Process flowchart.

Reference: District Policy # 229; #246; #618; #811; #915

Revised: 2/90, 10/94, 10/08, 4/11