

CANON-MCMILLAN SCHOOL DISTRICT

PROCEDURE I-5

May 2011

PTA/PFA/PFO FUNDRAISING GUIDELINES

FUNDRAISING BUDGET:

1. The fundraising maximum is determined by taking the set fundraising amount permitted for the school year times the total pupil enrollment. Each year the fundraising amount is to be increased by \$2.00. The set fundraising amount for the next three years is as follows:
 - 2011-2012 \$62 / pupil
 - 2012-2013 \$64 / pupil
 - 2013-2014 \$66 / pupil

An additional per pupil amount may be authorized if the PTA/PFA/PFOs assume funding for field trips/transportation.

2. When determining the fundraising budget for the next year, an additional 15 students should be added to the student enrollment number to cover new students entering in the next year.
3. The ending balance on June 30th should only contain sufficient funds to pay for activities/events that will take place prior to the receipt of fundraising proceeds for that next school year (within \$100). Exceptions may be made at the discretion of the Superintendent and disseminated collectively through Parent Council.
4. If the ending balance exceeds the prior year's balance due to better than expected fundraising in that year (year one), then in the following year (year two), the organization will reduce fundraising in the major student fundraiser. If the balance does not go down due to better than expected fundraising again, then in year three, no fall student fundraiser will be permitted.

ADDITIONAL GUIDELINES:

Fundraising money cannot be used to purchase playground equipment, computers, headsets, instructional equipment or supplies needed for direct student learning.

Elementary Fundraising

All elementary fundraising (K-6) will occur at the same time for each building. This schedule is set yearly by Parent Council.

Parent groups are permitted to preorder an estimated amount of merchandise to have on hand for the first day of the fundraising window to distribute to children/parents at this time. No distribution of this merchandise can occur prior to the fundraising window nor can students/parents use presale forms to have customers order merchandise prior to the fundraising window.

Schools are encouraged to share information about their merchandise to be sold during their fundraiser with other schools to avoid overlap.

A spring fundraiser can only occur if the parent organization did not reach their budgeted figures and they had specific fundraisers approved by the Board. ('Miscellaneous Fundraisers' is not specific enough, however, 'Apparel Sale' is acceptable.) If the organization did not have a spring fundraiser approved, a new fundraiser application must be submitted to the Athletic Office for approval by the Board.

Secondary Fundraising

At the secondary level, building administrators oversee the various fundraising endeavors solicited from classes, clubs and organizations. Consideration should be given to a moratorium of fundraising at these levels during the K-6 two-week fundraising window.

Reference: District Policy #229, #915