

Fundraising Guidelines

Rev. 7/2015

for

Shelby County Public Schools

The complete text of policies and procedures, as well as state laws, relating to fundraising activities must be followed. For convenience, major considerations are summarized below.

Fundraising activities are under the Board's authority.¹

Parent-teacher organizations and booster clubs follow common rules, so they are abbreviated in this document as "PTO/BC".

NOT PERMITTED BY ANY SCHOOL OR PTO/BC

- Magazine sales or subscription sales of printed materials.²
- Compelling or coercing student to participate in fundraising activity or meet quota.^{2,3,5}
- Fundraising to benefit an individual student in lieu of fees or activity costs.²
- Any fundraising (promoting, planning, collecting money, etc.) during instructional time.³
- Fundraising during the school day involving food or beverages that doesn't comply with statutory guidelines regarding nutritional restrictions and competitive sales.^{3,6}
- Competition among students based on giving money to win something.³

GRADE-LEVEL RESTRICTIONS

- **K-5 students:** Sending home items and/or brochures/catalogs to sell or place orders is prohibited.³ Exception: Information regarding book fairs.³
- **K-8 students:** Door-to-door activities.³
- **Gr. 6-8 students:** Items sent home must include written statement from sponsor that door-to-door sales by students are not allowed.³
- **Gr. 9-12 students:** See safety precautions in procedure for door-to-door sales.³

SPECIAL RULES FOR PTO/BC

Submit budget & fundraising plan for next school year to Principal no later than April 15th.⁴

APPROVAL OF FUNDRAISING PLAN

All fundraising plans for next year, including those for PTO/BC, must be received by the Director of Finance no later than April 30th. The Board will review and consider approval of fundraising plans for schools and PTO/BC in May.

CHARITABLE GAMING

Examples of charitable gaming include raffles, split-the-pot, casino nights, and other games of chance. All charitable gaming activity must be approved by the Board, must be conducted with the license displayed^{2,7} and in accordance with statutes and administrative regulations pertaining to charitable gaming, which can be found at www.ocg.ky.gov.

¹Policy 04.312

³Procedure 09.33 AP.1

⁵KRS 158.290 (Fundraising activities)

²Policy 09.33

⁴Procedure 09.33 AP.2

⁶KRS 158.854 (Food/Beverage restrictions)

⁷KRS 238.505 (Charitable gaming license)

PREAPPROVED FUNDRAISERS

The board has exempted the following student fundraisers from the annual fundraiser approval process. Other activities that are very similar to the examples shown below may not be student fundraisers either, but contact the Director of Finance for a definitive answer. Funds generated from or expended on the examples shown below still must be tracked and reported on the budget form (F-SA-4A or F-SA-4B) in April.

Charitable (the activity must be conducted for the specific purpose of a charitable donation)—
Examples:

March of Dimes	Metro United Way	Fund for the Arts
Relay for Life	Jump Rope for Heart	WHAS Crusade for Children
American Red Cross	Student's major illness*	Family whose house burned down*

**the recipient should have an account with a financial institution for the purpose of collecting charitable contributions*

Donations Accepted (donation bucket available if patrons *choose* to donate)—Examples:

Concert/Play	Car wash	Staff/Student ball game
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Note: A separate charge is allowable for these items, with additional donations accepted.

No Money Requested—Examples:

Box Tops for Education	Campbell's Soup labels	Canned food drive
Children's book drive	Clothing drive	