

Section:	School Administration
Title:	Fundraising

The Board of Education recognizes the economic, educational, and humanitarian needs for fundraising in and by schools and Parent Advisory Councils.

General Guidelines

Fundraising activities should not disrupt the normal educational process. Schools should try to stay within their attendance area for sales.

Gifts to Schools

Gifts or donations to schools should be in accordance with the [School District Charitable Organization – B.E.S.T. Foundation Administrative Procedure](#).

Fundraising Activities

School Parent Advisory Council decisions related to fundraising methods must be made with the approval of the principal.

Fundraising activities and expenditures should be part of the annual budget of the School Parent Advisory Council. All parents should be informed of how the funds are spent.

PACs should try to stay within their school attendance areas for sales.

Parent Advisory Councils are responsible for managing their finances using generally accepted accounting practices (GAAP). For example:

- Minimum of two signing officers (one can be the principal)
- Annual review
- Annual budget and financial statements prepared

Equipment purchased by a School Parent Advisory Council becomes a gift to the school district but it shall normally remain in the school where it was originally placed. The School Parent Advisory Council will be consulted if it is proposed to move equipment purchased by the council.

Date Adopted: **December 2000 (formerly AP #307)**

Cross Reference: [Alcohol Consumption at School District Activities Administrative Procedure](#)

Community and After School Use of Schools Administrative Procedure
District Parent Advisory Council Administrative Procedure
Field Trips Administrative Procedure
School District Charitable Organization – B.E.S.T. Foundation Administrative Procedure
School Parent Advisory Council Administrative Procedure
Schools Protection Program: Liability Insurance Coverage Administrative Procedure