

Fundraising Rules and Regulations

Philosophy

Akron Public Schools will permit fundraising among students and in the community for the benefit and needs of school activities, subject to guidelines which ensure that such fundraising is conducted in a safe and appropriate manner.

General Guidelines

- A Fundraising Request form must be completed for all fundraisers.
- No student will be required to participate in any fundraising activity.
- Games of chance, lotteries or raffles in school buildings or on school premises are prohibited.
- Fundraising activities shall be confined to non-instructional time with the exception of career education classes where the activity is a part of the curriculum.
- In-house sales of popcorn, baked items, craft and other similar items – or carnivals – may take place within the school building with the approval of the school principal.
- A written report of each fundraising activity, including a full financial accounting, must be completed and filed in the principal's office.
- All revenues generated must be deposited within 24 hours and recorded by using account practices described in the student activity manual.
- Incentives, prizes and awards may be provided only on a school-wide basis, with all students sharing equally.
- Such incentives, prizes and awards should be family-oriented.
- Gifts in connection with fundraising are prohibited, and all monies generated should go to the school project.
- Food and drink items may not be sold in competition with the Child Nutrition Services meal program.
- Student Activity fundraising records must be kept for four (4) full years. They should be properly stored and labeled.

Professional Fundraising Organizations

Professional fundraising organizations must be approved each year by the Executive Director of Business Affairs and receive a current year vendor identification card following submission of correct forms and approval. Vendor Authorization Cards must be renewed yearly. Building principals should check the fundraising organization for its current vendor's card.

- The Fundraising Request must be submitted by the building principal and approved by the Executive Director, Business Affairs, prior to entering into a contract for a fundraising activity conducted by a professional fundraiser.
- Schools may not enter into multiple-year contracts with vendors.
- Only high quality products offered through reliable firms may be used in contractual fundraising activities with professional organizations.

Elementary/Middle Schools

- Each school and related organization may conduct a maximum of four (4) fundraising events each school year using the services of professional fundraising companies.
- City Series athletic event tickets may be sold, and 25% of the student presale ticket sales and 50% of adult presale ticket sales may be retained with the exception of playoff and championship games.

- The sale of candy packaged in containers for K-8 grades is permitted. Pre-order forms are encouraged.
- Door-to-door sales are prohibited for students in K-8 grades.
- Parents of students in K-8 grades should be provided advance written notice of the purpose, dates and duration of the fundraising activity.

Senior High Schools

- Efforts should be made to limit and coordinate fundraising within the school so as to minimize the number of student contacts within the community.
- City Series athletic event tickets may be sold, and 25% of the student presale ticket sales and 50% of adult presale ticket sales may be retained with the exception of playoff and championship games.

School-Related Organization

- School-related organizations must have the approval of the building principal for fundraising activities. The use of the school's name and facilities will not otherwise be permitted, nor will funds raised otherwise be accepted for use in student activities.
- Fundraising activities will not be approved which are not in the best interests of the students and the school district.
- School-related organizations must designate those persons who will have financial responsibility for each fundraising project.
- School-related organizations must get specific permission to use school property from the building principal.

If non-school organizations such as booster clubs sponsor fundraising activities, all advertisements, fliers and related paperwork must clearly state the organization's name. A very distinct line must be drawn between school and non-school events.