



Jackson Public Schools Procedures for Fundraising & Go Fund Me Activities

Revised 5-26-17

The procedures listed below are to be followed for all school sponsored fundraising activities including those sponsored by teachers, student groups, clubs, as well as PTO/PTA's and booster groups who have their own tax identification number.

1. Prior to each fundraising activity the sponsor must complete a *Request for Fundraising Activity* form (see attached), which is available in the principal's office as well as on the JPS Website (On the "For Staff" tab). The form includes an acknowledgement of these procedures and Board policy #5830-Student Fundraising. The completed form must be submitted to the building principal and central office for approval. The sponsor of the fundraising event must be clearly identified in the advertising and promotion of the activity. For example, if the activity is sponsored by a PTO the sale should be clearly promoted as the "XYZ School PTO Fundraiser".
2. The use of separate non-District bank accounts is strictly prohibited except for PTO/PTA or booster groups with their own tax identification number.
3. No employees will be paid cash from funds collected to facilitate fundraising activities.
4. Records of fundraising activities (including receipts, invoices, etc.) must be kept at the school for a period of three years.

Go Fund Me Requests

Requests for Go Fund Me accounts, must fill out the additional Go Fund Me form.

All Go Fund Me accounts are set up through the Finance Department.



JACKSON PUBLIC SCHOOLS
Request for Fundraising Activity

School _____ Date _____

Student Group Participating in Sales _____

Sponsor _____
Name of teacher, student group, club, PTO/PTA, or booster group

Contact Person _____ Telephone No. _____

Purpose of Fundraiser _____

Description of Activity _____

Sale Dates _____ through _____

Advancement of Funds (if any) \$ _____ Expected Profit \$ _____

Names of Adult Sponsors Participating _____

Name of Bank Account where Proceeds will be Deposited _____

Vendor Information:

Name _____ Contact Person _____

Address _____
Street City State ZIP

Telephone No. _____ Vendor Payment Terms _____

Acknowledgement:

I, _____ hereby acknowledge that I have reviewed the District's written fundraising procedures and the policy set forth by the Board of Education.

Sponsor name _____ Date _____

Building Approval [] Approved [] Denied

Principal _____ Date _____

Central Office Approval [] Approved [] Denied
(Elementary - Willye Pigott; Secondary - William Patterson)

Central Office _____ Date _____

Copy to Laurie Nearpass []



JACKSON PUBLIC SCHOOLS
Go Fund Me Application

Building _____

Fundraising Goal \$_____ Reason _____

Description ("story") – Please attach on separate page.

Budget (how will proceeds be spent) – Please attach detail on separate page.

If goal is exceeded – where will proceeds be allocated:

If goal is not reached – where will proceeds be allocated:

Employee Signature

Date

Principal Signature

Date

Curriculum Signature

Date

Finance Signature

Date

"Go Fund Me" page completed by Finance Office

Jackson Public Schools

Bylaws & Policies

5830 - STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund-raising by approved school organizations, whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising that occurs off school grounds may be permitted by the Superintendent.

The Board permits two (2) fundraisers per week per school that involve the sale of food items and/or beverages that are an exception to the current USDA dietary guidelines for Americans and the USDA Smart Snacks in Schools regulations for consumption on campus during the school day by students.

Other than approved non-compliant fundraisers, the food and/or beverage items to be sold for any other fundraisers by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current USDA Dietary Guidelines for Americans, and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy [8500](#) – Food Services.

If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy [8500](#), Food Services, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards.

If an exception is granted to the requirement that food items and beverages are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards, the Principal shall also maintain records for each exception, including, but not limited to, the length of the fund-raiser, the type, quantity and price of the food item and/or beverage sold, and the gross and net amount raised.

Fund-raising by students on behalf of those school-related organizations and District support organizations, whose funds are not managed by the District, may be permitted on or off school grounds by the Superintendent.

All fund-raising by school-related organizations and District support organizations, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with Policy [9211](#) and Policy [9700](#).

The Superintendent shall establish administrative guidelines for the solicitation of funds which that shall:

- A. specify the times and places in which funds may be collected;

- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper require that the Board approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and
- E. limit the number of fund-raising events.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220
42 U.S.C. 1779

Revised 12/15/15

© Neola 2015