

Mississinewa Community Schools
Standard Operating Procedures *for*
Extra-Curricular Fund Raisers

All fund-raising shall be done in accordance with Board Policies 5830.

These steps will be followed when collecting funds for extra-curricular fund-raisers.

- 1) All funds must be turned in to one person (sponsor – the one who signed the fund-raiser request) who is accountable and responsible for all funds. Verification of the product and money is the responsibility of the sponsor.
- 2) A receipt shall be given for cash payments. Sponsors are encouraged to suggest that payment be done by check or money order. A person's canceled check shall be their record of receipt.
- 3) All funds must be secure in the school safe or a banking institution on a daily basis. (Money must not be left in classrooms overnight.)
- 4) Parents/guardians of a seller shall be notified by the sponsor in writing of a due date for payment of product. If the parent/guardian fails to pay for product received within 30 days of the due date, or fails to provide proof within 30 days that product received has been paid, the total amount of the obligation will be turned over to the corporation collection agency, Statewide Credit Association, in attempts to collect the debt.
- 5) The corporation extra-curricular treasurer will verify accounting once the sponsor has turned the money over.
- 6) Gambling or gambling-related activities are discouraged. In compliance with I.C. 4-32-9-34, no student under the age of eighteen (18) may play, participate in, or sell tickets for any of the following types of fund-raising events: bingo games, charity game nights, door prizes, fund-raising festivals, activities related to pull tabs, punchboards, tip-boards, and the like.
- 7) No student should be *required to* participate in any fund-raising activity.
- 8) Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The Corporation will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.

- 9) The sponsor should establish procedures to ensure that all merchandise is stored, distributed, and accounted for properly.
- 10) Upon completion of a fund-raiser, a final report is to be submitted to the principal within five (5) days. (See attached) The report should state:
 - a) Cost of items or merchandise;
 - b) Amount of money projected and amount of money raised;
 - c) Any differences between the actual activity and the planned activity;
 - d) Any problems that occurred and how resolved;
 - e) When and where funds were deposited;
 - f) If merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items?
- 11) No staff member is to accept any special gifts or bonuses of more than nominal value offered by an outside supplier or vendor for any reason or purpose.
- 12) Door-to-door solicitation by pupils should be discouraged. However, if this method is needed, fund-raising should be confined to the building attendance area as much as possible.
- 13) If any activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well being of the students and the property of both the purchaser and the one of the site.
- 14) Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for...” must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.