

POLICY

BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: CNA-RA, DJA-RA, DJA-RB

School-Related Fund Raising

A. PURPOSE

To provide guidelines for school-related fund raising activities and to ensure that fund raising activities do not interfere with the instructional program or the responsibilities of MCPS staff

B. PROCESS AND CONTENT

The Board of Education recognizes that student organizations and parent groups sometimes provide financial support for school activities in Montgomery County. The Board also recognizes that some activities, such as school fairs, are important because they promote parent participation and result in increasing school and community spirit in addition to any amounts of money they raise for the school.

While many schools and PTAs have emphasized fund raising in the past, raising money is not their primary focus; and school staff should not become dependent on these funds, nor rely on them to purchase materials and instructional equipment. Parent groups are not expected to raise funds to support specific programs or purchase materials to enhance the instructional program. MCPS students are not expected to raise funds.

1. Recognized Purposes for School-related Fund Raising
 - a) Supporting activities of school organizations or clubs
 - b) Supporting activities that benefit the student body
 - c) Providing supplemental funds to help defray the costs of optional activities that enhance MCPS programs
 - d) Providing supplemental materials or equipment that enhance the instructional program or the administrative functions of the school

- e) Providing supplemental support for staff to participate in professional development activities

2. Examples of Appropriate Fund Raising Groups

- a) School-sponsored organizations and clubs
- b) Individual school classes or grade-level groups
- c) Parent-teacher associations
- d) Other parent-sponsored organizations, such as booster clubs
- e) Countywide student organizations

3. Additional Guidelines for Fund Raising Activities

- a) The principal must authorize in advance and in accordance with this policy all fund raising activities conducted by school-sponsored organizations or clubs and individual school classes or grade-level groups.
- b) The deputy superintendent must authorize in advance all fund raising activities conducted by countywide student organizations.
- c) The PTA, Booster Club, or other parent-sponsored organizations will plan and supervise all fund raising activities sponsored by these organizations. The principal will coordinate each activity in advance with the leadership of the organization to make certain that these activities do not interfere with the instructional program or previously planned school-sponsored fund raising activities. The principal will be responsible for informing the leadership when he/she feels the activity is not appropriate.
- d) Representatives of a PTA or other parent-sponsored activity or a school club or organization will handle the daily collections of sales to avoid using or impacting instructional time, either directly or indirectly.
- e) All funds received by a school shall be managed in accordance with the *Manual of Policies and Procedures for Administering Independent Activity Funds*.

- f) If funds are used to purchase supplemental educational materials or equipment that enhance the instructional program, or if such materials or equipment are donated, they become the property of MCPS and must be integrated into the MCPS curriculum. All materials and equipment must be approved for use in MCPS, must conform to appropriate standards, specifications, and guidelines, and must be appropriate to the curriculum in the grades where they are to be used. The guidelines established by the Division of Procurement must be followed whenever a school's independent activity funds are used to purchase materials and equipment.
- g) Funds raised by fund raising groups cannot be used to employ anyone to work in the schools during the regular school day.
- h) Principals must inform parents that neither the school nor MCPS endorses the products that are sold or sanctions the services that are offered by businesses.
- i) Fund raising activities are not to include residential door-to-door sales by any students.

4. Implementation of These Guidelines

The superintendent will establish whatever administrative regulations or other administrative procedures may be necessary for carrying out the fund raising guidelines outlined in this policy.

C. REVIEW AND REPORTING

This policy will be reviewed every three years in accordance with the Board of Education policy review process.

Policy History: Adopted by Resolution No. 311-89, May 22, 1989.