

FUNDRAISING

It is the intent of the Cape Elizabeth School Board to provide for the basic educational, co-curricular and athletic needs of the students and programs through the normal budgetary process. However, the Board recognizes that certain types of fundraising activities will enhance the relationship between school and community and will contribute to the overall improvement of the school program. Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly funds school programs and students.

In order that fundraising not interfere with the academic program and place undue demands on the Cape Elizabeth community, it is the desire of the School Board that fundraising activities be selective, coordinated and purposeful.

Also, the Cape Elizabeth School Board strongly encourages ~~representatives from all~~ administrators to coordinate meetings of booster organizations ~~to meet at least once a year to~~ discuss equity and recognition issues related to fundraising efforts as needed.

All schools, school-based organizations and parent/community groups raising ~~moneys~~ monies to benefit the Cape Elizabeth School Department must comply with the established fundraising administrative procedures.

Cross Reference: DF-R – Fundraising Administrative Procedure

ADOPTED: March 14, 2000

Revised: January 9, 2007

June 14, 2011

FUNDRAISING ADMINISTRATIVE PROCEDURE

The Cape Elizabeth School Board recognizes that most fundraising affiliated with the school unit falls within the categories of Student/School-Based Fundraising or School-Affiliated Fundraising. ~~These are guidelines that apply to all fundraising efforts that benefit the schools. This procedure excludes the Cape Elizabeth Education Foundation.~~

Guidelines for All Fundraising Efforts

- A. Fundraising activities must not interfere with the student's obligations to the academic program.
- B. All fundraising activities, aside from regular school events such as concerts and athletic events, must have prior ~~written~~ approval of the building administrator. If approval is denied, an appeal may be made to the Superintendent.
- C. The fundraising activities of school-based and school-affiliated organization groups shall be limited and coordinated so as not to be burdensome to the community. Any individual fundraising project that has a targeted amount over \$20,000 must have the prior approval of the School Board. This \$20,000 amount allows the Cape Elizabeth School Board to evaluate the level of financial commitment ~~begin~~ being asked of Cape Elizabeth citizenry, including (but not limited to) parent groups, booster and community members. In cases of conflict between fundraising activities, in-season activities shall be given preferences.
- D. Projects resulting in alterations or additions to the physical plant/grounds must have the prior written approval of the Superintendent. (Examples include renovations, furnishings, playground/classroom equipment, signs, scoreboards, field restorations, etc.)
- E. Revenue and expenditure reports shall be submitted to the Principal, and all fundraising activity will be subject to the School Department accounting and auditing procedures.
- F. At no time shall a student be required to participate in fundraising activities.
- G. All checks should be made payable to the group or school department responsible for the fundraising effort, not to an individual.

FUNDRAISING ADMINISTRATIVE PROCEDURE

Student/School-Based Fundraising

Student/school-based fundraising refers to activities involving the participation of students. Such activities include school-wide fundraising projects and individual school-based club/organization projects.

- A. Students shall not miss ~~more than 45 minutes per year of~~ instructional time to participate in fundraising promotions/activities without permission of the building principal.
- B. Activities undertaken by students must be approved in advance by the ~~Student Advisory Council, Athletic Administrator and the Principal~~ building principal and athletic director, as appropriate.
- C. Fundraising activities should involve ~~rendering~~ offering a service or product for the contribution received, ~~such as concerts, dances, suppers, etc.~~ ~~Gambling devices are prohibited.~~
- D. Student participants in fundraising activities must be supervised by an adult and are expected to abide by the school's behavior code of conduct.
- E. School organizations shall not be used to raise funds for non-school groups except for charitable purposes.
- F. Revenue and expenditure reports shall be submitted to the Principal, and all fundraising activity will be subject to the School Department accounting and auditing procedures.

School-Affiliated Fundraising

School-affiliated fundraising refers to parent/community groups certified as affiliated with the Cape Elizabeth School Department for the purpose of raising ~~moneys~~ monies to benefit students. Examples include parent-teacher organizations/associations, ~~athletic/activity booster groups~~, Project Graduation, and School Board appointed and approved groups.

- A. School-affiliated groups must have prior ~~written~~ approval from the building principal for all fundraising activities:
 - ~~1. Parent-teacher organizations need the approval of the Building Principal.~~
 - ~~2. Athletic booster groups need the approval of the Athletic Administrator and the Principal.~~
 - ~~3. Activity groups need the approval of the Building Principal.~~

FUNDRAISING ADMINISTRATIVE PROCEDURE

- B. Use of school facilities by school-affiliated groups shall be determined by the School Facility Use Policy.
- ~~C. It is the intent of the School Board that basic uniform, equipment and material needs will be addressed through the budgetary process. Therefore, school-affiliated fundraising should be limited to providing items which are not normally included in the school budget. Special circumstances that would indicate an exception to this regulation will require the approval of the School Board.~~
- ~~D. Any school-affiliated group wanting to make use of the School Department Postal Bulk Mail Permit may make the request to the Business Manager. The group must receive approval prior to use.~~
- E.C. Revenue and expenditure reports shall be submitted to the building principal or athletic administrator as appropriate, and all fundraising activity will be subject to the School Department accounting and auditing procedures.

Cross Reference: [DF - Fundraising](#)
[KJA- Relations with Booster Organizations](#)
[JIC – System-wide Student Code of Conduct](#)
KF – Community Use of School Facilities
~~KF-R – Use of Facilities (Administrative Guideline)~~

ADOPTED: March 14, 2000
Revised: May 14, 2002
January 9, 2007
June 14, 2011

STUDENT ACTIVITIES FUNDS

Revenues collected from gate receipts from athletic competitions, admissions to school entertainment events, profits from school stores, club and class dues, and student organization fundraising activities shall be deposited and accounted for in a student activities fund maintained for each school. Within this fund, separate accounts will be maintained for accounting purposes. These revenues will be considered school unit funds under the direct control of the Superintendent, who may develop and implement procedures relative to these funds, and delegate specific responsibility for deposits, expenditures, and record keeping to the building principals and/or appropriate staff. Procedures for management of student activities funds shall be consistent with sound business and accounting practices.

Student activity funds are to be used only for student activities that augment the school unit’s programs; they are not intended to replace school unit funding for school unit programs and activities. Funds raised by approved student clubs or organizations or from classes shall be expended to benefit the specific club or organization or class. All expenditures from student activities funds must be approved in advance by the building principal ~~[OR: activity advisor OR: _____]~~.

The senior class may decide how to disburse funds remaining in its class account after graduation. Such disbursements may include gifts to the school, to a scholarship fund, ~~or used for an activity approved in advance by the principal,~~ or transferred to an external account established and maintained by the class representatives. All of the class’s outstanding obligations must be paid before the class may expend its remaining funds. Unexpended funds remaining one year ~~[OR: _____]~~ after the class has graduated and any interest earned on these funds will be transferred to the ~~general fund~~ principal’s account or designated student activity account ~~[OR: to a scholarship fund from which any graduating student is eligible to benefit]~~.

Student activity funds are part of the total fiscal operation of the District and shall be audited as part of the District’s annual audit.

Cross Reference: ~~DI-Fiscal Accounting and Reporting~~
DF-Fundraising
DF-R – Fundraising procedure
~~JJE-Student Fundraising Activities~~

Adopted: _____

Athletic Policy
ATHLETIC BOOSTER ORGANIZATIONS

~~Athletic Booster Organizations~~

~~Definition.~~ A “booster organization” is an organization of parents and/or community members that supports a school extracurricular activity financially and/or by other means. Participation is completely voluntary.

An “athletic booster organization” is a booster organization that supports an athletic activity.

~~Role in Sanctioning and Financial Support~~

The role of ~~Booster~~ booster organizations in the sanctioning process and in providing financial support for an activity is defined in the Sanctioning of Sports policy "~~Sanctioning of Sports~~".

Athletic Booster Organization Coordinating Committee

There shall be organized an Athletic Booster Organization Coordinating Committee consisting of the Athletic Administrator, who shall serve as chair of the committee; the High School Principal, who shall serve as the committee’s secretary; a representative of each Athletic Booster group; a coach representative; at least one parent of an athlete in each sport without an active Athletic Booster Organization; and at least one student athlete. The committee shall meet ~~three times~~ at least twice per year.

~~Role of Committee.~~ The committee shall have two roles:

1) To draft and periodically review, subject to School Board approval, a Cape Elizabeth Athletic Booster Organization Handbook which shall address such questions as:

- The organization and decision-making process of Booster groups
- The process for seeking approval of fundraising activities
- The process for seeking approval for spirit and recognition activities, if those activities involve the use of school grounds or facilities
- Guidelines for arriving at a healthy balance between spirit-building activities, the priority of academics, and the privacy of individual student-athletes
- Communications with the school and parents concerning Booster issues and meetings
- Other issues which the Committee feels are important and helpful to address

This handbook shall be presented for approval to the School Board and shall be reviewed annually by the Committee to determine if there is a need for changes. Any changes must also be presented to the School Board.

2) To coordinate fundraising schedules and to consider any proposals involving coordinated fundraising activities that may benefit more than one athletic program.

~~Annual Statement of Revenues and Expenditures.~~ Each Athletic Booster Organization shall present to the Athletic Administrator by July 1 of each year a simple statement of the source and amount of revenues raised in the prior year and of the expenditures made by the group in support of the athletic program. The Athletic Director shall prepare a form to be completed for this purpose.

1st Rdg: 3/8/16
2/29/16 policy agenda

Policy: ~~DFAB~~ JJIBC

[MSMA codes this policy JJIBC for the purpose of keeping all of the athletic policies together.]

Athletic Policy
ATHLETIC BOOSTER ORGANIZATIONS

Cross Reference: DF – Fundraising
 DF-R – Fundraising procedure
 DFE – Student Activity Funds
 JJIF - Sanctioning of Sports
 KJA – Relations with Booster Organizations

ADOPTED: May 14, 2002
RECODED (formerly DFAB – Athletic Booster Organizations)
and Revised:

RELATIONS WITH BOOSTER GROUPS ORGANIZATIONS

The Cape Elizabeth School Department recognizes the role of booster ~~groups~~ organizations in assisting the schools in enriching athletic and other extracurricular activities and enabling more students to participate in such activities. For the purpose of this policy, a booster ~~group~~ organization is a parent and/or community group that is organized for the purpose of providing resources to support a particular sport or activity in the school or school system [~~OR: to support the sports program at large~~] and to support the school in recognizing student accomplishment in athletics and activities.

Only those booster ~~groups~~ organizations that have been approved by the Board may use the name and or logo of the Cape Elizabeth School Department or its schools. The Superintendent may make recommendations to the Board concerning the approval of ~~groups~~ organizations seeking booster status.

In order to be approved as a booster ~~group~~ organization, a ~~group~~ an organization must meet the following criteria:

- A. The ~~group~~ organization must be comprised of [~~OR: operated by~~] adults rather than students;
- B. The ~~group~~ organization must provide details of the structure of the organization including its purpose and goals, the intended use of funds generated, the names of its officers and its bylaws;
- C. The booster president or designee must make application to the Superintendent [~~OR: building principal or _____~~] athletic director for all uses of school facilities for fund raising projects, in accordance with the Board's facilities use policy and procedures;
- D. Use of school facilities by the ~~group~~ organization will comply with all policies and regulations established by the Board and, as applicable, the Maine Principals Association;
- E. No monies collected by booster ~~group~~ organization fund raising activities will be deposited directly to student athletic/activity accounts;
- F. All fundraising activities must be approved in advanced by the {Superintendent [~~OR: building principal or _____~~]; athletic director as appropriate};
- G. No fundraising activities will be conducted within the school during school hours by the ~~group~~ organization;
- H. All funds raised by the ~~group~~ organization must be used to achieve the stated purposes of the ~~group~~ organization;

RELATIONS WITH BOOSTER GROUPS ORGANIZATIONS

- I. ~~I.~~ The ~~group~~ organization must maintain bank, financial and tax ~~exempt~~ status separate from the school.
- J. The organization will provide to the ~~Board~~ school department business administrator annually ~~or upon request~~ a complete set of financial records or detailed treasurer's report;
- JK. Booster ~~groups~~ organizations may not lawfully use the school's sales tax exemption for purchases or sales;
- KL. Booster ~~group~~ organization gifts should enhance activities for both boys and girls. The Board ~~or its designee~~ will consider gender equity and budget implications before accepting booster ~~group~~ organization donations;
- LM. Any booster ~~group~~ organization plan or project that would require expansion, renovation or construction of school facilities or would increase maintenance costs for facilities shall require Board approval;
- MN. Any booster ~~group~~ organization plan to provide awards or recognition to teams or individual students must be approved by the ~~Board~~ principal or athletic director as appropriate before any public announcement is made;
- NO. Booster ~~groups~~ organizations will not directly pay coaches or officials, purchase equipment or pay for transportation; and
- OP. Booster ~~groups~~ organizations will not select coaches, assistant coaches or activity advisors or influence the selection of coaches, assistant coaches or activity advisors.

The Board reserves the right to revoke the approval of any booster ~~group~~ organization if it is found that the ~~group's~~ organization's operations and purposes are inconsistent with Board policies.

Cross Reference: EFE—Competitive Food Sales
 JJI—Philosophy of Athletics
 KF – Community Use of School Facilities

RECODED (formerly JJIBC-Relations with Booster Groups)
and Revised: _____

Adopted: _____

ATHLETIC POLICY

ATHLETIC BOOSTER ORGANIZATIONS

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