



## **POLICY 2.16**

**4-A** I recommend that the Board adopt the proposed revised Policy 2.16, entitled "Fund-Raising Activities Relating to Schools."

[Contact: Michael Burke, PX 48584.]

### **Adoption**

### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on February 3, 2010.
- This proposed revision updates the procedures and standards relating to fundraising or the solicitation of funds by a school or groups within the school.
- Paragraph 4 (lines 25-60) has been added to address safety hazards and liability exposure. Form 0153 has been incorporated by reference.
- Pursuant to middle and high school principal input, language has been added to lines 28-30 prohibiting door to door solicitations for all students.
- Per Board member request, language has been added to lines 75-83 regarding district internal accounts and State Board of Education Rules.
- This revision also updates statutory references.

## POLICY 2.16

### FUND-RAISING ACTIVITIES RELATING TO SCHOOLS

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- 3 1. All fund-raising projects and activities by school or groups within the school shall  
4 contribute to the educational and extracurricular experiences of the students and  
5 shall not be in conflict with the overall instructional program. If there is a tragedy  
6 within the school community, however, the school may sponsor a fundraiser or  
7 solicit funds to benefit the victim or the ~~victim(s) or the victim's family.~~ The  
8 determination of fund-raising projects and activities for a school shall be the  
9 responsibility of the principal and instructional staff, ~~and shall conform to any~~  
10 ~~directives established by the superintendent.~~
  
  - 11 2. Fund-raising activities and projects within all schools shall be kept within a  
12 reasonable limit. The principal shall approve in writing all fund-raising activities in  
13 the school in accordance with established procedures, including completing PBSO  
14 form 0153 that is incorporated herein by reference and can be found on the  
15 District's web site at: <http://www.palmbeach.k12.fl.us/Records/FormSearch.asp>.  
16 ~~and directives.~~ Each school shall continuously evaluate its fund-raising projects  
17 and extracurricular activities as they relate to the promotion of educational  
18 experiences, the time involved for students and teachers, and the additional  
19 demands made on the school community.
  
  - 20 3. Except as stated within Paragraphs 1 and 6 of this Policy, solicitation of funds that  
21 call upon students to give money without receiving a product or service are  
22 prohibited in schools. However, product collections for charitable causes (i.e. used  
23 toys, canned goods, etc.), such as for victims of natural disasters or to support U.S.  
24 troops, may be solicited.
  
  - 25 4. Because of possible safety hazards to the individual student involved in such fund  
26 solicitation, the following standards shall be observed:
    - 27 a. Sale of magazines shall be permitted by all students. However, door-to-door  
28 solicitation shall be prohibited for ~~elementary students and strongly~~  
29 ~~discouraged for middle and high school~~ all students as to all fund and product  
30 solicitations.
  
    - 31 b. Participants in school approved candy sales, car washes and similar fund-  
32 raising activities are prohibited from standing in roadways and/or medians of  
33 roadways.
  
    - 34 c. Due to the inherent dangers posed by mechanical rides, no school or school  
35 organization is permitted to allow any mechanical rides on School District  
36 property or at any school sponsored activity for any activities whatsoever.

- 37 d. Certain school sponsored fund-raising events may be of an unusual nature  
38 that expose the School Board to a potential extraordinary liability or that  
39 involve large numbers of participants and/or spectators, and raise significant  
40 funds well above the cost of insurance coverage.
- 41 i. To determine whether an event meets this standard, the school should  
42 refer to the Risk & Benefits Department Bulletin (currently P-12791-  
43 COO/ERBM, dated May 9, 2008) regarding Vendors Liability Insurance  
44 Requirements for the Community Use of School Facilities and its attached  
45 Extension Rate Schedule. This bulletin may be found at:  
46 [http://www.palmbeach.k12.fl.us/risk/New%20Risk%20Pages/ins\\_index.ht](http://www.palmbeach.k12.fl.us/risk/New%20Risk%20Pages/ins_index.ht)  
47 m. An event meets this standard if it has an expected number of  
48 attendees in excess of 3,000 people, is classified within the attached  
49 schedule to the bulletin as high hazard, or does not appear as an event  
50 within the attached schedule to the bulletin.
- 51 ii. The sponsoring school of this type of school sponsored fundraising event  
52 will purchase sufficient liability insurance coverage to protect the District  
53 from potential claims at these events. The individual school will contact  
54 the District's Risk & Benefits Management Department for assistance and  
55 approval for this insurance.
- 56 e. If an outside individual or organization, such as the PTA, is conducting a  
57 fundraising activity on school grounds, the individual or organization shall  
58 purchase sufficient liability insurance coverage per the most recent Risk &  
59 Benefits Department Bulletin to protect the District from potential claims, as  
60 required under School Board Policy 7.18.
- 61 5. Principals have the right to prohibit any organization from directly soliciting from  
62 students in the school during instructional time. However, nothing in this policy  
63 prohibits students from fund-raising as individuals or as part of extracurricular  
64 groups or student clubs, as long as such activities are conducted outside school  
65 hours and with the prior approval of the principal. Participation in such activities  
66 shall be on a voluntary basis, and no student shall be compelled to make a  
67 purchase or contribution.
- 68 6. Students may participate in charitable fund-raising drives as individuals or as part  
69 of extracurricular groups. However, such activities must be conducted outside the  
70 academic day and must be approved in advance by the principal. Participation in  
71 such activities shall be on a voluntary basis, and no student shall be compelled to  
72 make a contribution.
- 73 7. Money derived from any school fund-raising project or activity shall be deposited in  
74 the school's internal funds account and shall be disbursed as prescribed by district  
75 [guidelines within the District's Internal Accounts Manual, district policy on internal](#)

76 accounts (Policy 6.07) at: <http://www.palmbeach.k12.fl.us/policies/>, and State  
77 Board of Education Rules [6A-1.001 District Financial Records](https://www.flrules.org/gateway/RuleNo.asp?ID=6A-1.001)  
78 <https://www.flrules.org/gateway/RuleNo.asp?ID=6A-1.001> (Financial and Program  
79 Cost Accounting and Reporting for Florida Schools, (Redbook 2001) at .  
80 <http://www.fldoe.org/fefp/redtoc.asp> ), [6A-1.085 Basic Principles of Internal Fund](https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.085)  
81 [Accounting at: https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.085](https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.085), and [6A-](https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.0143)  
82 [1.0143 Promotion and Public Relations Funding at:](https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.0143)  
83 <https://www.flrules.org/gateway/ruleNo.asp?ID=6A-1.0143>.

- 84 a. Merchandising projects shall be kept to a minimum.
- 85 b. ~~Door-to-door solicitation shall be prohibited for elementary students and~~  
86 ~~strongly discouraged for middle and high school students.~~
- 87 c. Schools are discouraged from using instructional time to plan, promote or  
88 execute fund-raising projects unless the project directly relates to a planned  
89 curriculum component.
- 90 d. ~~Street median solicitation is prohibited for all students.~~
- 91 8. At the school level, a parent-teacher association or other community or school  
92 related organization may sponsor fund-raising projects and activities provided  
93 school work and instructional time are not negatively impacted. Such activities  
94 shall be conducted in accordance with district policy and shall be approved by the  
95 principal.
- 96 9. ~~Fund-raising events for the district may be sponsored by district administrators with~~  
97 ~~the written approval of the superintendent, and the district may likewise generate~~  
98 ~~funds through auxiliary enterprises such as vending machines, supply stores, or~~  
99 ~~other internal account fund profits.~~
- 100 10. The board encourages schools ~~who~~ that are able to raise considerable amounts of  
101 money to adopt schools who do not have that capability and share such resources.
- 102 11. Gambling in violation of §849.04, Fla. Stat. shall be prohibited.
- 103 12. Schools may not have drawings of chance; however, organizations qualified under  
104 26 U.S.C. §501(c)(3), (4), (7), (8), (10), or (19) are authorized to conduct raffles or  
105 drawings by chance pursuant to §849.0935, Fla. Stat. provided the organization  
106 has complied with all provisions of Ch. 496, Fla. Stat.
- 107 13. It is unlawful for any organization that is authorized to conduct a drawing by chance  
108 to require an entry free donation, substantial consideration, payment, proof of  
109 purchase, or contribution as a condition of either entering the drawing or being  
110 selected to win a prize.

- 111 14. The organization distributing the raffle tickets may not require a contribution or  
112 donation in order to participate in the raffle; nor may it arbitrarily disqualify or reject  
113 any entry or discriminate in any manner between entrants who contribute to the  
114 organization and those who do not.
- 115 15. It is also unlawful to fail to notify the person whose entry is selected to win that they  
116 have won, or fail to award the prizes in the manner and at the time stated.
- 117 16. If a raffle or drawing by chance is held, all brochures, advertisements, notices,  
118 tickets, or entry blanks used for such drawings must conspicuously disclose:
- 119 a. The rules governing the conduct and operation of the drawing.
- 120 b. The full name of the organization or operator, and its principal place of  
121 business;
- 122 c. The source of the funds used to award cash prizes or to purchase proxies,  
123 and;
- 124 d. The date, hour, and place where the winner will be chosen, unless the  
125 brochures, advertisements, notices, tickets, or entry blanks are not offered to  
126 the public more than three (3) days prior to a drawing.
- 127 e. That no purchase or contribution is necessary, which means that the  
128 organization cannot require an entry fee, donation, substantial consideration,  
129 payment, proof of purchase, or contribution as a condition of entering the  
130 drawing or of being selected to win a prize. However, this provision shall not  
131 prohibit an organization from suggesting a minimum donation or from including  
132 a statement of such suggested minimum donation on any printed material  
133 utilized in connection with the fundraising event or drawing.

134 STATUTORY AUTHORITY: Fla. Stat. §§ ~~230.22(2); 2300.23(17)(a); 230.23005(2)(b);~~  
135 ~~(e), (5); 1001.32(2); 1001.41(1) & (2); 1001.42(4), (8), (12), (19) & (26); 1001.43(1), (2)~~  
136 ~~& (5)~~

137 LAWS IMPLEMENTED: Fla. Stat. §§ ~~496 §§230.23(6), (10); 230.33(12); 231.085;~~  
138 ~~237.01; 237.02(4); 237.046, 1001.43(2)(b) & (e); 1001.42(12); 1006.07(1); 1001.51(11);~~  
139 ~~1001.54; 1012.28; 1010.01; 1011.07; 1010.08; 849.08; 849.04; 849.0935, Ch. 496.~~  
140 STATE BOARD OF EDUCATION RULES: 6A-1.0143, 6A-1.085, Fla. Admin. Code  
141 HISTORY: 2/18/72; 7/21/82; 9/3/97; 7/1/98; 3/26/01; \_\_\_/\_\_\_2010

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.16 and finds it legally sufficient for development by the Board.

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Attorney

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Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Fundraising Application/Recap**

SCHOOL: _____	SPONSOR NAME: _____
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This form must be completed by the activity sponsor, approved by the principal, and submitted to the bookkeeper for account assignment before any activity is started. The bookkeeper will file the approved original fundraising application/recap form and give a copy to the sponsor. The sponsor will obtain relevant forms from the bookkeeper as required: beginning inventory/resales/sales; ticket sellers report; general ledger report; transfer requisition.

A. Sponsor's account name and primary account number: \_\_\_\_\_

Primary account number: \_\_\_\_\_

B. Type of sale:      Resale      Services or Donated item      Admissions\*

Perform incoming inventory on goods received.

\* All **tickets** must be preprinted, pre-numbered, and accounted for on ticket sellers reports (PBSD 0157) and inventoried (PBSD 0160).

C. Description of Activity: \_\_\_\_\_

D. Specific use of profit: \_\_\_\_\_

E. Date sales begin: \_\_\_\_\_ Date sales end: \_\_\_\_\_

	A. ESTIMATED SALES (APPLICATION) complete prior to fundraiser	B. ACTUAL SALES (RECAP) complete after fundraiser is closed
1. Total Sales _____ Basis for estimate _____ _____	_____	_____
2. Cost of Sales (must include sales tax) _____ Basis for estimate _____ _____	_____	_____
3. Other Costs _____ Itemize (printing; security; prizes; etc.) _____ _____	_____	_____
4. Net Profit (line 1 minus lines 2, 3) _____	\$0.00	\$0.00
5. Amount <b>Over (Under)</b> Estimated Profit (Column <b>B</b> line <b>4</b> minus Column <b>A</b> line <b>4</b> ) _____		\$0.00
6. Explanation of line 5. _____ _____		

**NOTE:** Attach sales item inventory report (PBSD 0182) to this form and teacher/sponsor retains copy.

I am familiar with the **fundraising regulations** of the school and school district. I accept responsibility for the collections involved.

SPONSOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL BOOKKEEPER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Account Number Assigned \_\_\_\_\_  
This Fundraising Activity \_\_\_\_\_

Upon completion of this fundraising activity, complete and return required forms to the bookkeeper for verification.

Recap verified by Bookkeeper \_\_\_\_\_  
INITIALS \_\_\_\_\_ DATE \_\_\_\_\_