

## 5202 Fundraising

### 1. Purpose

- i. The purpose of the Maeser fundraising and donor policy is to encourage community involvement and partnerships which strengthen and enhance school programs and create a climate of participation and cooperation between community organizations, private citizens and the school. Because Maeser is a charter school and receives appreciably less financing than traditional high schools, fundraising and donations are a fundamental part of providing the financial support necessary for providing educational and extracurricular services. Fundraising and donations policy will help the school by:
  1. Sharing resources that benefit students and improve educational and extracurricular programs
  2. Involving the school and private sectors in cooperative efforts that enhance the quality of education and extracurricular activities
  3. Protecting students, parents, teachers, coaches, administrators, advisors and staff from over-commercialization and fund raising that are exploitative, coercive, and disruptive to the educational process
  4. Assure public funds are safeguarded and are properly accounted for in a transparent manner
  5. Maeser will manage, restrict or decline funds, gifts or fundraising activities to ensure that fundraising and expenditures comply with state, federal, and school guidelines, including Title IX.

### 2. Guiding Principles

- i. To further the Purpose articulated above, the fundraising and donor policy will be guided by the following principles:
  1. The school will equitably distribute tax based funds for its school's primary and fundamental educational functions. Those funds will be used to ensure that adequate resources are supplied to personnel for the purpose of proper education for all students
  2. Fundraising and donations are permitted within Maeser in order to raise additional funds to augment academic and co-curricular programs and to engage private citizens and

community organizations in elevating the educational and co-curricular opportunities offered at the school.

3. Maeser is committed to working with faculty, staff, and administration to ensure fundraisers fall under the regulations outlined by state and federal law. Additionally, Maeser is committed to assisting and supporting staff in proven, effective, successful fundraising practices that will allow schools to augment their budgeted programs with charitable funds.
4. The school is committed to principles of gender equity and will use the facility, donations and other funds in harmony with those principles outlined in Title IX.

### 3. Management

- i. Funds raised under the auspice of a student activity or school-based organization belong to the organization and not to the individual student or advisor. The finances of all school teams and organizations will be the supervision of an administrative designee.
- ii. Maeser Administration and the Board shall establish procedures that ensure control of student activity funds and may conduct audit procedures for quality assurances.
- iii. The management of these funds shall be in accordance with sound business practices, including budgetary and accounting procedures.

### 4. Responsibility

- i. Fundraisers will have a annual approval process and all parties, including those from whom the funds are being solicited, shall be informed on how the proceeds will be spent. The Administration will meet quarterly with Maeser advisors/coaches.
- ii. Fundraising activities will be presented along with a summary of any previous fundraising efforts. This may include monies raised, expenditures of funds, and items purchased. Additionally, a report will be given to coaches/advisors detailing the balance of their accounts.

### 5. Fundraising and Donation Guidelines

- i. An administrator must approve and coordinate all fundraising of all classes and organizations. Coaches and advisors are responsible for fundraising that benefits their program and are accountable for funds raised.
- ii. Approval occurs at the quarterly meetings held by school administrator.

- iii. Money that is fundraised will be deposited into the organization's account and can only be used by the organization that raises those funds unless otherwise specified.
- iv. Fundraising cannot be requisite for an individual to participate in an activity or an organization. Although fundraising achievement goals may be set of the organization, no student shall be barred from participation if goals are not achieved or if they do not participate in the fundraiser.
- v. Any equipment purchased or donated through school activity fundraising efforts becomes the property of the school and will be added to the school's inventory.

#### 6. Accountability of Funds

- i. Prior to beginning a fundraiser, a Fundraising Application (see appendix) needs to be submitted to the Administration detailing what items will be purchased with the fundraiser, what expenditures will accompany the fundraiser, target financial goal, and what organizational account they would like the funds to be deposited. Approval is required for ALL fundraisers.
- ii. All funds collected relative to fundraising shall be deposited to the financial secretary or financial director daily and will be placed in the sub-account associated with the fundraising organization.
- iii. Submission of the money into the organization's sub-account will be used as documentation for submission of fundraising funds. A receipt will be given to the advisor/coach indicating the amount submitted.
- iv. Account balances will be reviewed quarterly with coaches/advisors to ensure appropriate fund appropriation.

#### 7. Accountability of Expenditures

- i. All expenditures must be made following the procedures outlined by Maeser's purchasing guidelines.
- ii. An administrator and the coach/advisor shall approve all expenditures. Requests for approval should be submitted to the administrator one week in advance of placing order.
- iii. Purchases should not be done with personal credit cards. Purchases shall be made with the purchase card or purchase order.
- iv. Any purchase over \$500 requires at least three bids
- v. All purchases require receipts. Receipts must itemize specific items purchased.

- vi. All personal reimbursement payments should be pre-approved by the Administration and shall be itemized. Reimbursements must be affiliated with activities sponsored by Maeser.

#### 8. Fundraising Rules and Protocol

- i. When students are participating in fundraising activities that are directly affiliated with the school, team, or organization, all funds will be given to the coach/advisor to deposit into the activity or organizational account. If the fundraiser is individually based, funds will be given to the financial secretary and deposited into the student's individual account.
- ii. Fundraising rules:
  1. No post-dated checks.
  2. Personal checks may not be made out to individuals and cannot be cashed out for anyone. They must be made out to the school.
  3. Personal checks must be made out for the exact amount due to the school or activity/organization.
  4. Only pre-numbered two-part tickets should be used when ticket sales are made.
  5. Fundraisers on campus or off-campus but involving the school name, coaches, shall be considered a school sponsored fundraiser and all funds should be collected following the money collection policy and deposited into the activity/organization's account.
  6. All cash money collected must be accompanied with a receipt. One receipt should be given to either the party paying or the person submitting the funds for the fundraiser. Additionally, a copy will be submitted upon deposit.

#### 9. Deposit rules

- i. Advisors/coaches should follow the Maeser money collection guidelines when funds are collected. Receipts and/or tickets should match up with all cash and checks collected. Two individuals should be present when receiving, receipting, and depositing cash.
- ii. At the time of the deposit, the coach/advisor or student (in the case of an individual student fundraiser) must give the secretary the name of the organization they represent and the fundraising activity for which funds were collected.
- iii. When money is transferred to the financial secretary, the money collection form accompanying the funds should detail the

organization/activity from which the money came, and what account the money should be deposited.

- iv. A receipt will be given to the coach/advisor and/or student upon the time of deposit which will act as documentation.

#### 10. Donation rules

- i. Donations must be deposited through the financial secretary and must contain information detailing what organization/activity to allocate funds to. Any donations that fail to have this information will be deposited into the general activities fund.
- ii. A receipt shall be given to the donor upon depositing the funds. This will stand as documentation for tax deductible purposes for the donor.
- iii. Donation checks cannot be made out to an individual but must be made out to the school.

#### 11. Coaches/Advisors Responsibilities

- i. Attend quarterly fundraising meetings to ensure that the proper authority has been given to conduct the fundraising activity as well as go over account balance for the given school organization.
- ii. Inform students, parents, and Administration of the purpose of the fundraising activity and planned expenditures for funds collected.
- iii. Ensure that funds are properly accounted for and deposited with the financial secretary.
- iv. Accurately account for collection of funds. (cash box, receipts, two-part tickets, reconciliation forms, money collection forms etc. )
- v. Report quarterly on fundraising progress, expenditures, and overall purpose of the fundraisers.

#### 12. Activity Manager Responsibilities

- i. The Activities Director/Assistant Director or administrative assistant shall be designated as the Activity Manager for the building's activities accounts. The Activity Manager shall:
  - 1. Meet quarterly with coaches/advisors of student organizations to review and approve upcoming fundraising activities, receive a summary report from each organization regarding fundraising activities, amounts collected, and itemized expenditures.
  - 2. Ensure the fundraising efforts are coordinated between groups to avoid duplication of efforts
  - 3. Ensure that proper expenditure policies are being followed and approve all fundraising purchases.

4. Work closely with the financial secretary over activity accounts to review accounts and ensure no accounting, collecting, or deposit problems occur.
  5. Ensure accurate records are kept of all fundraising activities. These records will remain with the Activity Manager for the duration of at least 7 years.
  6. Ensure that all funds are deposited promptly. Daily deposits are recommended. Any funds that are left overnight shall be locked in the Activity Manager's office and locked in the filing cabinet in the office.
- ii. Report to the school board and director regarding fundraising activities, money collected, and expenditures so this information can be posted on the school website
13. Financial Secretary/Finance Manager
- i. Responsible for prescribing appropriate accounting procedures and is expected to assist and train anyone dealing with financial accounts. Yearly audits will be conducted to ensure quality control.
  - ii. Provide reports for quarterly fundraising meetings outlining account balances and details for each of the advisors/coaches.
  - iii. Work closely with Activity Manager to ensure funds are deposited properly, accounts are accurate and up to date, and proper funds are in place for expenditures.

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