



# CHIPPEWA VALLEY SCHOOLS COIN COLLECTION FUNDRAIDER GUIDELINES

Coin collection fundraisers is a great way for students to learn both the value of money and the importance of fundraising. It builds spirit, promotes friendly competition among classmates, and raises money toward a good cause.

The CVS *Coin Collection Fundraiser Guidelines* apply for any coin collection fundraisers (i.e., coin/penny wars, coin/penny drives, pasta for pennies, etc.), including those that go through Charitable Organizations that fund the following, but not limited to:

- American Cancer Society
- The Leukemia & Lymphoma Society's
- Muscular Dystrophy Association

**Approval of all coin collections is at the discretion of the Building Administrator.**

Failure to adhere to CVS *Coin Collection Fundraiser Guidelines*, [Fundraiser Guidelines](#), [Payment Handling Guidelines](#), [Volunteer Guidelines](#) and [Payment Collection Form](#) may be subject to disciplinary action.

## **Process**

Determine the type of coin collection fundraiser to be held.

**Prior** to starting, a [Payment Collection Form](#) is required to be filled out and submitted for approval. This payment collection form is district policy and must be filled out for any type of payment collection, fundraiser or raffle that takes place on behalf of all schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students. A separate form should be submitted for each fundraiser instance.

Create rules and distribute them ahead of time.

Publicize your event using flyers, posters, progress charts, school website, or social media.

Coordinator to determine weekly collection times from classrooms.

Teacher to set up classroom collection box, labeled clearly, and placed in a central location that is accessible for participation.

Students donate coins, cash, or checks to classroom collection box or donate a flat fee via [PaySchools Central/PaySchools Events](#). Please see bookkeeper/secretary or district auditor for setup.

Students collect the coin from each teacher on a weekly basis and the money is counted by the student organization and the coordinator.

- All coins **MUST** be taken to a *Coinstar* kiosk (11.9% Fee) to be turned into bills on a weekly basis. *Coinstar* kiosks can be found at Wal-Mart, Kroger, Meijer, etc.
- If donating to a Charity through a *Coinstar* kiosk, keep a copy of the receipt(s) and include with the *Building Internal Deposit Form*. No fee is taken out.
- If not donating to a Charity, but using a *Coinstar* kiosk, turn in receipt to service desk for bills.
- All checks and bills are turned into the school bookkeeper/secretary for deposit within 24 hours of collection. Complete *Building Internal Deposit Form*. Attach completed tamper proof bag and perforated receipt with deposit.

**Note: Follow the same procedures for lunchroom coin collections. Mark collection “Lunchroom Collection.”**

Coordinator to complete the [Coin Collection Weekly Cumulative Classroom Tracking Sheet](#).

- Copy of completed form to be given to teachers to show weekly collections and totals.

### ***End of Fundraiser***

Submit copy of all paperwork to bookkeeper/secretary and/or charitable organization. School bookkeeper/secretary to cut check to charitable organization.

**PAYMENTS COLLECTED ARE ALWAYS DEPOSITED IN THE DENOMINATIONS THAT THEY WERE RECEIVED.** Payments collected cannot be used to pay for expenses. Expenses are paid by the school bookkeeper/secretary and by school check only. An invoice or check request is required.

When deposits leave the building, it must go directly to a *Coinstar* kiosk.

Funds are never to be taken home or left in cars. Lock in school safe if you are unable to take to a *Coinstar* kiosk location within 24 hours.

### ***Get a receipt***

- If donating to a charity through a *Coinstar* kiosk, a receipt will be given.
- If using a *Coinstar* kiosk to turn coins into bills, original receipt is given to service desk. No further receipt will be provided.

### ***Forms Needed***

- [Payment Collection Form](#) (Coordinator)
- [Your school's organization Deposit Form](#) (Coordinator/Bookkeeper/Secretary)
- [Coin Collection Weekly Cumulative Classroom Tracking Sheet](#) (Coordinator)
- [Tamper Evident Bag Tracking Sheet](#) (Optional Tool)

All forms and guidelines can be found on the CVS *Money Matters* website:  
<http://www.chippewavalleyschools.org/staff-links/money-matters/>