



# CHIPPEWA VALLEY SCHOOLS FUNDRAISING GUIDELINES

Fundraising is a way that students and parents can support their schools. Like all activities, fundraising should reflect the values and expectations of the district. Fundraisers are held under the guidance of the school Building Administrator/Athletic Director and in accordance with School Board policies. Fundraising must have a designated purpose and the proceeds must be used for that purpose.

**Approval of all fundraisers or raffles is at the discretion of the Building Administrator/Athletic Director.** Failure to adhere to Chippewa Valley Schools (CVS) *Fundraising Guidelines*, [Cash Box Guidelines](#), [Payment Handling Guidelines](#), [Student Activity Account Guidelines](#), or [Volunteer Guidelines](#) may be subject to disciplinary action.

**Prior** to starting any fundraising, 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.

## **General Fundraising Policies**

All fundraising must be done through the school or approved clubs/groups/teams. **Under no circumstances can parents fundraise on their own**, even if they are not using the school's name. Following the process above, the appropriate internal [Payment Collection Form](#) is required to be filled out and signed by a Building Administrator/Athletic Director. Once completed, the original form, along with any flyer, donation letter or any other communication shared with staff, students, or community members, must be sent to the Business office.

**PaySchools Events** is a system that is used to create a unique payment collection website for your fundraiser. It can collect information such as item type, size, quantity, purchaser name, purchaser contact info, and other pertinent information that is traditionally on a paper form.

**PaySchools Events electronic payment system should be used for ALL fundraising** (i.e., ads, banners, donations, lawn signs, sportswear/spirit wear, discount cards, etc.).

If you are unable to use *PaySchools Events*, you must receive approval from the Business Office prior to collecting any payments.

If you are collecting payment by using a company/vendor that collects student/community payments directly, you must provide information regarding the sale and the website link to the Business Office.

**For events that occur during the school year, purchases should be timed appropriately ahead of the event, and in some cases can also be made after the event, in accordance with District purchasing methods.** For events that take place **after May 20th**, fundraising should end at least **3 weeks prior** to the event date. This timeline will ensure that purchases can be made and received prior to the event taking place and minimizes the need for emergency purchases.

**All purchases on behalf of a school club/group/team must be ordered or paid by the school. This will require working with the school bookkeeper/secretary to understand purchasing policies and the timing for those purchases/payments. Plan accordingly!**

All fundraising payments collected, or booster work credits earned, must be used for the benefit of the entire club/group/team, **NOT** an individual. An exception to this is:

- **A High School Band/Choir approved trip or camp that costs \$500 or more per student.**
- **Booster work credits are not transferable to another club/group/team.**

Fundraiser paperwork submitted to District (*Payment Collection Form*) and information sent out to parents, students, or community members (flyer/pre-order forms) must indicate that funds are being used towards this approved trip or camp.

Refer to the ***Student Activity Account (STAA) Guidelines*** for further clarification on individual student account fundraising.

Any fundraiser that results in an individual winning \$600 or more (single win or combination of wins) must complete a CVS [Winner's Information Form](#) and submit a copy to the CVS Business office.

**NO cash prizes** can be given out for any prizes (i.e., grand prizes, top sellers, etc.).

**Gift cards can be given as prizes if they are in increments of \$25 or less per card.** You must track the inventory of gift cards noting the winners.

### **Personal Cause or Life Events for Individuals or Families**

The district highly encourages families to establish their own special bank account or some sort of "[GoFundMe](#)" personal online fundraising website for personal causes and life events. **Personal/family fundraising accounts cannot use the district name, school name, accounts, or the district's EIN. Anyone submitting a donation check towards this type of fundraiser should write the check directly to the individual/family, not the district/school.**

Fundraising for Nonprofit organizations: Fundraising can only be done for approved nonprofit organizations. If raising money for a 501©3 charitable organization, all payments collected must be receipted and deposited through the school's internal account, and payment to the charitable organization is made by school check. **Any coin collection fundraisers like Penny Wars, Pasta for Pennies, Pennies for Patients, or any others similar will need to follow the [Coin Collection Fundraiser Guidelines](#).**

If using bounce houses, inflatable slides, pony rides, mechanical bulls, etc. you must obtain a *Certificate of Liability Insurance*, from the vendor prior to the event taking place, naming CVS as an "additional insured." Submit copy of certificate to the district auditor.

If holding an event, where food will be served, make sure proper licensing has been followed. Contact Food Service at (586) 723-2105/2110 or review the [Temporary Food Licenses](#) guidelines.

If a fundraiser occurs at an establishment (bowling alley, Jimmy John's Field, etc.) where alcohol is present and students are also present, area where fundraiser is being held must be alcohol free.

Alcohol and tobacco are **NOT** permitted within 1,000 feet of school property. If you are having a fundraiser where transportation is being provided (Casino bus trips, etc.) and pick up and drop off is at the school, no alcohol or tobacco are allowed on the bus.

Any fundraiser in which alcohol is being served must be **adult only** participation.

If using a **Cash Box** for an approved event, the district's [Cash Box Guidelines](#) must be followed.

When conducting door to door type fundraisers (pop can collections or car washes) **an adult must be present and visible**. If collecting pop cans, bottle return receipts must be turned in for backup documentation. If the event takes place at a store, the adult must be supervising the students and cannot be shopping inside the store. **All payments collected must be used for the entire group not an individual.**

“Begging for Bucks,” “Performing for Bucks,” “Tag Days,” or other type of street performance fundraisers are NOT permitted.

“Miracle Minute” or other type of “pass the hat” donations are also prohibited.

Texas Hold'em Tournaments, Millionaire Parties, and Automobile Raffles are NOT allowed.

### **General Raffle and Licensing Guidelines**

**What is considered a raffle?** If you are charging people or requiring them to donate or provide something of value to participate in a drawing where a prize will be awarded, then you are conducting a raffle!

If considered a raffle, **ALL Michigan Lottery Charitable Gaming Division** rules and regulations apply (click on links: [Raffle Guide](#) and [Charitable Gaming Raffle Rules](#)). **The State of Michigan takes approximately 8 weeks to process raffle applications.**

**NO PERSONS UNDER THE AGE OF 18 CAN PURCHASE OR SELL RAFFLE TICKETS.**

**Gift cards can be given as prizes if they are in increments of \$25 or less per card.** You must track the inventory of gift cards noting the winners.

**Any raffle that results in an individual winning \$600 or more (single win or combination of wins) must complete a CVS [Winner's Information Form](#) and submit a copy to the CVS Business office.**

Raffle payments **must** be deposited into the account the Raffle Organization ID is under (School/PTO/Support Group).

### **Conclusion of Raffle**

At conclusion of the raffle, you must complete the raffle [Financial Statement](#) and send it to the State of Michigan **by the 10th of the month following your raffle**. Failure to do so may delay other clubs/groups/teams from obtaining a raffle license. Contact the [Charitable Gaming Division](#) with any questions at (517) 335-5780.

### **Common Fundraising Events Guidelines**

#### **Discount Card Sales**

- Must use *PaySchools Events* to collect payments.
- *PaySchools Events* will automatically be set up to track cards by seller/student.
- If the purchase is more than \$5,000, you must obtain 3 competitive quotes from 3 unrelated vendors.
- Unsold cards must be inventoried and stored safely. If cards are contracted out, contract needs to clearly state return policy, return deadline for unsold cards and full credit amount.

#### **Football Parent/Player/Business Ads**

- Must use *PaySchools Events* to collect payments.
- *PaySchools Events* will automatically be set up to track ads by seller/student.
- If the purchase is more than \$5,000, you must obtain 3 competitive quotes from 3 unrelated vendors.
- If purchase price is not a donation, must track inventory of all programs given out to be sold and payments collected need to be recorded separate from any other cash receipt.

### **Sportswear/Spiritwear (Pre-sales)**

- Must use *PaySchools Events* or spiritwear online vendor store to collect payments.
- *PaySchools Events* will automatically be set up to track sales by seller/student.
- If the purchase is more than \$5000, you must obtain 3 competitive quotes from 3 unrelated vendors.
- Keep packing slip and submit with vendor invoice to be paid.
- Sales tax on sportswear/spirit wear is applicable. Sales tax should be included on the invoice from the Sportswear/Spirit Wear vendor invoice. Remittance of sales tax is done through the district Business Office.

### **Sportswear/Spiritwear (On-site sales)**

- Must use *Square* to collect payments.
- Must keep perpetual inventory.
- If the purchase is more than \$5000, you must obtain 3 competitive quotes for purchase of sportswear/spirit wear from 3 unrelated vendors.
- Keep packing slip and submit with vendor invoice to be paid.
- Sales tax on sportswear/spirit wear is applicable. Sales tax should be included on the invoice from the Sportswear/Spirit Wear vendor invoice. Remittance of sales tax is done through the district Business Office.

### **Euchre Fundraiser**

- Must use *PaySchools Events* to collect payments and registrations for ALL participants, including volunteers.
- Euchre fundraisers must be listed as a 21 and over event. No person under the age of 21 may attend or participate in this fundraiser.
- If conducting a raffle, **ALL** Michigan Lottery Charitable Gaming Division rules and regulations apply (click on links: [Raffle Guide](#) and [www.michigan.gov/cg](http://www.michigan.gov/cg) ).
- An individual winning \$600 or more (single win or combination of wins) **must** complete a CVS [Winner's Information Form](#) and submit a copy to the CVS Business office.

### **Night At the Races**

- Must use *PaySchools Events* to collect payments and registrations for ALL participants, including volunteers.
- Night At the Races fundraisers must be listed as a 21 and over event. No person under the age of 21 may attend or participate in this fundraiser.
- If conducting a raffle, **ALL** Michigan Lottery Charitable Gaming Division rules and regulations apply (click on links: [Raffle Guide](#) and [www.michigan.gov/cg](http://www.michigan.gov/cg) ).
- An individual winning \$600 or more (single win or combination of wins) **must** complete a CVS [Winner's Information Form](#) and submit a copy to the CVS Business office.

### **Fundraiser at an Establishment (bowling, Jimmy John's Field, etc.)**

- Must use *PaySchools Events* to collect payments and registrations for ALL participants, including volunteers.
- If conducting a raffle, **ALL** Michigan Lottery Charitable Gaming Division rules and regulation apply (click on links: [Raffle Guide](#) and [www.michigan.gov/cg](http://www.michigan.gov/cg) ).
- An individual winning \$600 or more (single win or combination of wins) **must** complete a CVS [Winner's Information Form](#) and submit a copy to the CVS Business office.
- If a fundraiser occurs at an establishment where alcohol and students are present, the area where the fundraiser is being held must be alcohol free.

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