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 school community.

Fundraising activities should be conducted under the guidance of the school principal and in accordance with school board policies. It is important that fundraising has a designated purpose and that the proceeds should be for that purpose, as intended.

~ All fundraising must be done thru the school or approved clubs. **Under no circumstances can parents fundraise on their own**, even if they are not using the school’s name. Fundraising can only be done through approved nonprofit organizations.

~ The appropriate internal **Fundraiser/Payment Collection Form** must be filled out and signed by a building administrator. Once completed, a copy, along with any flyer, must be sent to the district auditor.

~ All fundraising money collected must be used for the benefit of the entire group/club **NOT** an individual with the exception of the following:
  o A trip/camp that costs $500 or more per student (**Booster work credits earned can be applied**).

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

~ Gift cards can be given out if they are $25 or less per prize, etc. Track inventory of gift cards.

~ **Individual or family**, 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. Any checks must be made directly to the family. The account must not use the District’s EIN or school name.

~ If raising money for a 501©3 charitable organization, all monies collected must be receipted and deposited thru the school’s internal account. **Starting in 2019/2020, any coin collection fundraisers like Penny Wars, Pasta for Pennies, Pennies for Patients, or any others similar will need to follow district 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.

**Food Fundraisers:**

~ **Two food fundraisers outside the nutritional guidelines are allowed per week. Principal to determine which fundraisers will be held.**

~ **Otherwise:**
  o **NO** food fundraisers allowed between midnight before, to 30 minutes after the end of the official school day unless the food meets the nutritional guidelines (i.e. Muffins with Mom, Donuts with Dad, Bagel Days, Bake Sales, Sucker Sales, etc.).
  o **NO** fees or collection of money in advance for any fundraiser that contains food unless it meets the nutritional guidelines, which are posted on the CVS website under **Staff Links/Money Matters** or **For Parent/PTO~Support Group Resources**.
  o If PTO pays for the entire event and no money is collected, donated, exchanging ticket for food, etc. then fundraisers outside the nutritional guidelines are permitted (i.e. muffins with mom, donuts with dad, bagels days, class parties, etc.). **You can have food, not money, donated for such events.**
  o Events allowed: Morley Candy, Little Caesars Pizza Kits, Market Day and **Cookie Dough**, and **Restaurant Nights**.

~ If holding an event, where food will be served, make sure proper **licensing** has been followed.
Other Fundraising Events:

~ 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.

~ A fundraiser at an establishment (bowling alley, Jimmy John’s Field, etc.) where alcohol is present and students are also present, the area where the fundraiser is being held must be alcohol free.

~ Alcohol and tobacco are **NOT** permitted within 1,000 feet of school property.

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

~ Door to door sales, pop can collections, car washes, etc., an adult **must** be present and visible.
  - “Begging for Bucks,” “Performing for Bucks,” and “Tag Days” are NOT permitted within the district. This is a Board of Education decision that has been made.
  - For door-to-door sales or solicitation, an adult **must** also be present and visible.
  - If collecting pop cans, bottle return receipt must be turned in for backup documentation.

~ Cards (Cougar, etc.)
  - If cost is more than $5000, printing of the cards requires 3 quotes, from 3 unrelated vendors.
  - All cards need to be numbered.
  - List all students or faculty given or selling cards, list numbered cards given to each student.
  - When receiving monies, list or attach list of students turning in money on internal deposit sheet.
  - Keep track on student list cards sold and returned.
  - 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 Program Ads
  - If the cost is more than $5000, the printing of the Program requires 3 unrelated quotes, from 3 unrelated vendors with all having the same printing requirements.
  - Use AD Sale Form, and keep all forms filled out.
  - List on excel spreadsheet the company or individual, method of payment, if check include check number, and amount of payment. See example from last year.
  - If purchase price is not by donation, must track inventory of all programs given out to be sold and the monies collected need to be recorded separate from any other cash receipt.
  - If purchase price is not by a donation, football programs need to be inventoried and stored safely.

~ Sportswear
  - If the cost is more than $5000, you need to have 3 competitive quotes for purchase of sportswear from 3 unrelated vendors.
  - Keep all packing slips with invoices received.
  - Maintain perpetual inventory.
  - List out sportswear sold thru inventory sheets.
  - If for player, use spreadsheet listing player name, items sold, method of payment and payment amount.
  - Sales tax must be charged and remitted to the state. (The remittance will be done through the district’s business office). Or sales tax can be paid on purchase.
Euchre Fundraiser
- Must apply for a raffle license for 50/50 if the aggregate of any prizes awarded is more than $100. If more than $100, a Raffle License must be applied for at www.mi.gov/cg. See the Raffle and Licensing Guidelines below for more detail.
- Need to keep track of all items donated for raffle and their fair market value (FMV).
- **NO PERSONS UNDER THE AGE OF 18 CAN BUY OR SELL RAFFLE TICKETS.**
- All payments collected to participate should be recorded on an excel spreadsheet by player or faculty, the # of players participating, the method of payment, and the amount of payment. List any attendees that are not paying.
- 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.

Bowling Fundraiser
- Must apply for a raffle license for 50/50 if the aggregate of any prizes awarded is more than $100. If more than $100, a Raffle License must be applied for at www.mi.gov/cg. See the Raffle and Licensing Guidelines below for more detail.
- **NO PERSONS UNDER THE AGE OF 18 CAN BUY OR SELL RAFFLE TICKETS.**
- All monies collected to participate should be recorded on an excel spreadsheet by player or faculty, the # of bowlers participating, the method of payment, and the amount of payment. List any bowlers that are not paying.
- Need to keep track of all items donated for raffle and their fair market value (FMV).

Raffle and Licensing Guidelines:
- **NO PERSONS UNDER THE AGE OF 18 CAN PURCHASE OR SELL RAFFLE TICKETS.**
- 50/50 Raffles require a raffle license.
  - Keep track of beginning and ending raffle tickets sold and price of tickets sold.
  - If doing arm’s length ticket sales, predetermine amount of tickets for price and keep track of sale of these tickets separate from other raffle tickets.
- A Small Raffle License: Required when the total value of all raffle prizes awarded through the raffle drawings is over $100 but will not exceed $500 in a single day. The cost is $15 for 1, 2, or 3 drawing dates, then $5 for each additional drawing date. All drawing locations must be the same. 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. If this report is not completed on time this will preclude other groups/clubs from obtaining a raffle license.
- A Large Raffle License: Required when the total value of all raffle prizes awarded through the raffle drawings will exceed $500 in a single day. The cost is $50 per drawing date. 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. If this report is not completed on time this will preclude other groups/clubs from obtaining a raffle license.
- Raffles that don’t need a license if the following criteria is met:
  - The raffle will be conducted at that organization’s single gathering.
  - All tickets will be sold, drawing will be held, and all prizes will be awarded at the single gathering.
  - No pre-sale of tickets are allowed for the raffle.
  - **Total value of ALL raffle prizes** awarded for the entire day will not exceed $100.
- Silent Auctions.
  
  Note: if ALL these criteria are not met, then you need a license! The State takes about 8 weeks to process raffle applications. [www.michigan.gov/cg](http://www.michigan.gov/cg).
  
  o Must keep track of all items donated for the raffle and their fair market value.
  o Must follow the district’s guidelines for [Cash Handling](#).
  o NO Texas Hold’em Tournaments/Millionaire Parties are allowed at this time.

If you have any questions, please feel free to contact:

Charlene Staniec (Internal Auditor) - Phone: 586-723-2123  Email: cstaniec@cvs.k12.mi.us

Laurie Stevenson (Business Services Coordinator) - Phone: 586-723-2143  Email: lstevenson@cvs.k12.mi.us

All forms and guidelines can be found on the Chippewa Valley Schools website in the following locations:

  - [http://www.chippewavalleyschools.org/for-parents/parents---ptosupport-groups-resources/](http://www.chippewavalleyschools.org/for-parents/parents---ptosupport-groups-resources/)