

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: FUNDRAISING	Descriptor No: BO 31	Date Adopted: 4/79
	Reviewed/Revision Adopted: 7/01; 9/07; 6/11	

1 Fundraising in the schools shall be kept at an absolute minimum and shall serve only to provide
2 for goods and/or services, which will enhance the educational objectives of the school as
3 determined by the principal.

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5 A copy of this policy (BO 31) regarding fundraising activities will be included in the parent
6 handbook issued to parents at the beginning of each school year.

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8 **DEFINITION OF FUNDRAISER:**

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10 For the purposes of this policy, a fundraiser is considered to be any activity
11 conducted by the school, which is intended or designed to generate a profit and
12 provide supplemental revenue for the general fund or an individual club or class
13 account. Fundraising activities could include vending operations, bookstores,
14 pictures, concessions, carnivals, book sales, or similar activities. Fundraising
15 activities do not include membership dues, fines, and similar fees.

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17 In Murfreesboro City Schools all fundraisers will be designated as: ACTIVE or
18 PASSIVE at the time they are planned.

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20 **ACTIVE FUNDRAISERS:**

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22 Involve the children during instructional time in the school day.

23
24 **PASSIVE FUNDRAISERS:**

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26 Do not involve the children during instructional time in the school day. (The
27 fundraiser is held during a non-instructional period of the day such as lunch and recess,
28 class changing time, or outside of school hours.)

29
30 How a school structures the fundraiser determines if it is active or passive. The principal and the
31 PTO/Booster clubs should work together jointly to set up the fundraisers. (i.e., have an assembly
32 or not, use part of the instructional day, structure the fundraising event so that it compliments or
33 encompasses a curricular objective, etc.) For example, if an assembly is planned to introduce the
34 fundraiser or to conclude the fundraiser (as in a party) even for only a 20-minute period during

35 instructional time, the fundraiser becomes an ACTIVE fundraiser, even if the majority of the
36 fundraiser is done during non-instructional time.

37

38 Examples of current fundraisers are:

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40 **ACTIVE:**

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42 School pictures (fall and spring pictures will count as one fundraiser), some “fun-runs”,
43 book fairs (maximum of two which will count as one fundraiser), “read-a-thons” and
44 “sausage and cheese sales” if an assembly/or celebration party during instructional time is
45 used as an incentive, assemblies where children pay to get in (teacher/student basketball
46 games, etc.).

47

48 **PASSIVE:**

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50 Restaurant sponsored days, Kroger Cares, vending machines, bookstores, yearbook sales.

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52 **OBTAINING DIRECTOR OF SCHOOLS APPROVAL:**

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54 A fundraiser form will be available in the office and must be completed.

55 All fundraisers must obtain the prior approval of the Director of Schools or the Director’s
56 designee.

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58 Each school is limited to four (4) active fundraisers per school year, inclusive of the PTA/PTO
59 fundraisers.

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61 **GENERAL BOARD POLICIES RELATING TO FUNDRAISERS:**

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63 In addition to the above, the following policies will apply to fundraisers:

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- 65 1. Grades will NOT be affected by fundraising activities. No points shall be
66 added to or removed from grades, because of, or to encourage, fundraising
67 participation.
- 68 2. Children WILL NOT be dismissed from school as a reward for fundraising.
- 69 3. Door to door sales are strongly discouraged and not endorsed by the school system.
- 70 4. No child will be penalized or singled out for choosing not to participate in a school
71 fundraiser.
- 72 5. The awarding of a grand prize to individual students based on a total dollar amount
73 collected is prohibited. However, it is permissible to award prizes when students reach
74 certain levels. Off-campus activities such as pizza parties shall not be used as rewards to
75 children. If end-of-fundraising celebrations are used to encourage participation, no child
76 shall be excluded from the celebration based on his/her fundraising input. For example,
77 if a DJ party or pizza party is planned for the class, all children in the class will attend.
- 78 6. Funds derived from fundraising events to be deposited to the General fund of the
79 individual school’s activity funds can be spent for the following purposes including but
80 not limited to:
 - 81 a. Staff training and travel that benefits the student body.
 - 82 b. Materials, supplies and equipment that enhance the instructional program
83 provided by the Board through its operational budget.
 - 84
 - 85

86 Funds may not be used for:

87 a. Memberships of any kind.

88 b. Staff gifts and meals.

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90 7. Funds derived from fundraising events to be deposited to a restricted account of the
91 individual school's activity funds must be spent for the purposes approved. The purpose
92 shall be reduced to written form and on file at each school for audit purposes.

93

94 Fund drives by school support organizations shall be governed by the same conditions that apply
95 to the school and comply with Board Policy BO 39—School Support Organizations.

Murfreesboro City Schools
PTO/PTA Organization Fundraiser Request Form

School Requesting Approval: _____

Proposed Fundraising Activity: _____

Purpose of Fundraiser: _____

Under Board Policy BO 31 definitions, is this fundraiser active or passive? _____

PTO/PTA Club Account Balance \$ _____ As of Date: _____

Anticipated Date(s) of Fundraiser Beginning: _____ Ending: _____

Day(s) of Week: _____ Time(s) of Fundraiser: _____

Expected student involvement (school-wide or specific school organization): _____

Margin of profit (if available): _____

Method by which PTO/PTA will receive income: _____

Contact information of PTO/PTA Sponsor: Email: _____ Phone: _____

Signature of PTO/PTA Sponsor/Board Member: _____

Approved by Teacher Sponsor (if applicable): _____

Submit to school bookkeeper when complete for further administrative approval.

Principal: Approves: _____ Disapproves: _____ Signature: _____

Director of Schools or Designee: Approves: _____ Disapproves: _____

Signature: _____ Date: _____

The School will be notified upon approval or denial. The school will then contact the PTO/PTA Sponsor at the contact information provided above.