

Regulation Code: 5220-R Collections, Solicitations, and Fundraising

I. Fundraising Activities

[5220](#), Collections and Solicitations, state and federal law, and this regulation.

A fundraising activity that includes the use of school facilities outside of regular school hours is also subject to the provisions of policy [5030](#), Community Use of School Facilities, and related administrative regulations.

A. Requirements for All Fundraising Activities

1. Fundraising activities should support student achievement and not detract from the learning environment.
2. The safety of students must be a primary consideration in all fundraising activities. All student fundraising activities should be age-appropriate and adequately supervised.
3. All fundraising projects conducted in the name of or on behalf of the school system, an individual school, or any school or school-related club or organization must be approved in writing by the principal.
4. Any fundraising projects sponsored by schools, students, or student groups that involve the community or that will take place off school grounds must have prior approval of both the superintendent and the principal, or their designees.
5. The sale of commercial products by students, school-sponsored and school-related organizations, teachers, and other school personnel acting on behalf of the school or school system is prohibited during the instructional school day. The principal may approve such sales during non-instructional hours.
6. Fundraising activities that involve the sale of food or beverages to students on school premises are prohibited before or during the school day. Tokens of exchange for foods or beverages to be delivered later in the day also are prohibited during this time period. Any fundraising activities that involve the sale of food or beverages to students may be held only after the end of school day, defined as 30 minutes after the dismissal bell rings. Any foods or beverages sold to student and must comply with policy [6140](#), Student Wellness.
 - a. Fundraising sales of food or beverages to students from the period midnight through the end of the last lunch period are prohibited by State Board of Education policy. All such sales must be through the Child Nutrition Program and the profits must accrue to that program. In addition, federal regulations control what foods and beverages may be sold to students on campus during the school day, defined as the period from midnight through 30 minutes after the dismissal bell rings. The rules preclude the sale of foods that do not meet strict standards for nutritional value. Fundraising sales of foods and beverages to students between the end of the last lunch period and 30 minutes after the end of the school day are permissible provided they comply with the federal "smart snacks" guidelines and are consistent with the board's annual Child Nutrition Program agreement with DPI. See policies [6140](#), Student Wellness, and [6230](#), School Meal and Competitive Foods Standards for more information.
7. Fundraising activities that involve door-to-door solicitation by students in K-8 are prohibited unless expressly approved by the superintendent.
8. Raffles must be conducted in accordance with state law. Fundraising may not involve any activity prohibited by law.
9. No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity. Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.
10. Fundraising activities that will result in material or financial benefit to any employee or school volunteer who is directly involved with the activity are prohibited. Direct involvement exists if the employee or volunteer suggests, recommends, selects, approves, or supervises the fundraising activity.
11. Proceeds from fundraising must be used for the purpose for which the activity was approved.
12. Capital projects supported by fundraising proceeds must be submitted to the Assistant Superintendent of Operations and Logistics for approval and the superintendent may refer such requests to the board.
13. The finance officer shall provide appropriate procedures for the collection, disbursement, and accounting of school-generated funds. Principals shall be responsible for implementing the procedures in their schools.

B. Student Fundraising Activities in Grades PreK-5

The following additional guidelines apply to fundraising activities by students in grades PreK-5.

1. Reward activities connected to a fundraiser that are scheduled to occur during the school day must be based on achieving a class, grade, or school goal, rather than an individual goal so that all students may participate in the reward activities. The principal shall ensure that such activities do not interfere with meeting minimum requirements for instructional hours/days.
2. Proceeds from school-wide fundraisers will be used for purposes as designated by the principal. Any money raised through a school-wide fundraiser that is apportioned to individual classrooms will be spread equally among all classrooms, regardless of actual student participation in the fundraising activity.

C. Fundraising by School-Related Organizations

1. School-related organizations comprised of parents and other interested adults, such as the PTA/PTO, boosters, and other parent support groups, may conduct fundraising activities in the name of the school system or individual school with

prior approval from the principal and in conformance with board policy and this regulation.

2. The fundraisers must be organized, controlled, supervised, and performed by members of the organization and not by school employees unless otherwise the activity is an approved event by the principal for both staff and members of the organization.

D. Crowdfunding By Non-School Organizations

1. Crowdfunding (i.e., GoFundMe) campaigns or projects that use school system resources or that are affiliated with the school or school system in any capacity, including through the use of the name or logo of the school system or a likeness of any individual school, shall be prohibited.

E. Crowdfunding By School Organizations

2. Crowdfunding by any school organization is not permissible (i.e., GoFundMe) except Donors Choose. The regulations for the purpose of Donors Choose are outlined as follows:

i. Any school organization participating in the crowdfunding activity of Donors Choose where the use RCS, individual school names, or information regarding an individual school must secure in writing principal approval and be limited to no more than 60 days without re-approval.

o All non-monetary items obtained are the property of RCS and all inventory procedures apply including policy [8220](#) Gifts and Bequests and [8350](#) Fixed Assets Inventory.

o All monetary donations should be recorded by school treasurer, using Form M and N of the RCS Accounting Manual and are subject to policy [8410](#) Individual School Accounts.

o All technology devices to be requested through Donors Choose should be vetted first, through the RCS Technology Department, to ensure the device can be supported and is compatible.

II. Grant Writing

A. Notification of Possible Grant Opportunities

1. District Level Grants - Inform the appropriate Director or the Assistant Superintendent designee immediately when you are approached by an outside entity to partner in a grant project (e.g. a local university or trust foundation) for \$5000 or more and provide the details of the grant.

2. Complete the following steps: a.) receive approval from the appropriate Director or the Assistant Superintendent designee to move forward, b.) design a project that is in line with current district initiatives, c.) meet with appropriate project partners, d.) create an appropriate grant budget.

B. Writing a Proposal

1. Rockingham County employees may find opportunities to apply for grants to fund the implementation of innovative projects or programs at a specific site.

2. Employees/Teachers must notify their principal, submit a copy of the proposal and receive approval by the principal before application submission.

3. For any grant-funded or donated item, the ownership is in the name of the School Board of Education of Rockingham County. The materials or equipment received will stay within the school that the grant was designated and shall not be transferred from school to school if the author of the grant moves to a different school or out of the district, unless approved by the Superintendent or designee.

4. Important Note: If grant funds purchase equipment that has a value of over \$500 or more, an SB120 Fixed Asset Acquisition Form must be submitted, and an asset decal must be issued and placed on the equipment.

C. Special Instructions for Requesting Technology Equipment in Grant Projects

1. When writing a grant, all technology listed in the grant should be pre-approved prior to submission. Non-approved equipment may not be supported by the district's infrastructure, and may not be able to run district applications.

2. Any computer or laptop received will need to be upgraded to work within the District network. For example, the District's operating system image must be installed for the computers to access RCS production network.

3. Teachers or other employees submitting grant projects that include desktop computers, laptops, or tablets should either 1.) verify with their principal that funds will be available to support this upgrade prior to submitting the project request; or 2.) include the cost in the grant budget.

4. Any applications (e.g., "apps") purchased by the school for use on the equipment, are owned by the school. Contact the Technology Department for information about purchasing apps.