

## SOLICITATIONS (FUND RAISING)

Date: February 12, 2008

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Upon the recommendation of the Superintendent of Schools, all fundraising activities sponsored by the school or its related organization shall be approved by the Board of Education. **The school must make the request on the electronic Request for Fundraising Form.** Games of chance, raffles, and lotteries shall be permissible in accordance with O.C.G.A. 16-12-22.

**The Board of Education prohibits door-to-door fundraising by students in Kindergarten through Grade 8 for activities sponsored by the school or by a school related organization.**

**Likewise, the Board of Education prohibits the operation of concession stands and vending machines when in violation of USDA regulations (Appendix B, part 210)(Cross reference policy EEF, sale of food on school premises).**

School Stores are permissible provided no food or drink items are sold **during the school day.**

Fundraising activities of students and teachers shall be limited to purposes that have recognized educational value and such activities shall not be used as the primary means of providing equipment, materials and services that are ordinarily financed by capital outlay or maintenance and operation funds. **Such** participation will be voluntary and the activities will not in any way infringe on the instructional day.

As required by local policy and accrediting agencies, all funds generated by the school shall be arranged through the office of the principal with funds being deposited and dispersed upon the signature of the principal.

All school accounting activities will be required to follow the procedures as outlined in the **Student Accounting Handbook.**

A final report for each fund raising activity shall be submitted to the principal and it shall provide such information as required by the principal to ensure the integrity of the funds management process in that school.

Fundraising profits should be used only for the purpose approved by the principal.

**PROCEDURE: NO**

**ADOPTED: 11/10/92**

**REVISED: 6/13/95, 10/1/97, 8/10/99, 9/9/99**

**Columbia County Board of Education**