

FUND-RAISING IN SCHOOLS

A. Fund-Raising by Outside Organizations

Charitable or other qualifying organizations may be permitted to conduct fund-raising activities in the schools consistent with the requirements of this policy. Any charitable or other qualifying organization wishing to conduct fund-raising activities at any school within the division shall be required to obtain prior written permission to do so from the superintendent of schools or his/her designee. The Superintendent/designee may approve the program of an organization and may permit the solicitation of voluntary contributions and/or membership from students and employees based upon the educational value of the program and other legitimate educational reasons. The Superintendent/ designee may require satisfactory evidence of 501(C)(3) or similar tax-exempt status from each organization that seeks to conduct fund-raising activities pursuant to this policy.

School Activity Sponsors

Organizations that are actively involved in fund-raising activities on behalf of a school and which use the school's name in conducting such fund-raising or related activities, i.e., band boosters, parent-teacher organizations, or other student activity sponsors that use or otherwise incorporate the name of the school in raising funds on behalf of the school, are subject to certain minimum financial reporting requirements of the Albemarle County School Division. A copy of this policy shall be provided to every group that engages in fund-raising or related activities in the name or on behalf of one or more particular schools. Such groups will also be notified that they are not authorized to conduct any fund-raising or related activities in the name or on behalf of the school without first obtaining permission from the principal.

B. Fund-Raising by Students

1. Within the School

All fund-raising activities within the schools by student organizations must receive the advance approval of the principal. The principal shall base his/her decision upon the need for funds, the type of merchandise or services offered, the frequency of fund-raising activities, and other criteria deemed appropriate. Written requests that fully describe the need for funds, the fund-raising plan, and the use of the proceeds shall be delivered to the principal at least twenty (20) school days prior to the beginning date of the fund-raising activity.

A fund-raising activity that requires an adult or student to approach another adult or student in such a way as to interfere with instruction time is discouraged. Sales booths during a school activity or during such times as lunch are permissible.

2. Outside the School

In general, the Board does not desire to overburden parents, citizens, or local merchants with the support of school activities or to have the students in competition with local merchants.

All fund-raising activities by students and student organizations under the sponsorship of the schools must comply with any applicable local ordinances and must receive the advance approval of the principal. The principal shall base his/her decision upon the need for funds, the type of merchandise or services offered, the frequency of fund-raising activities, community reaction to these activities and other criteria deemed appropriate.

There shall be no door-to-door solicitation by students under the sponsorship of the schools. Principals will be responsible for notifying parents of this policy.

These requests shall be prepared and submitted to the principal as outlined in Section B, Paragraph 1 of this policy.

C. Specialized Merchandise

It is permissible for schools to sell instructional materials such as paper, pens, and notebooks. Schools may also sell certain specialized merchandise such as caps and sweaters bearing the school name.

D. Business Matters Relating to Fund-Raising

Business matters related to a fund-raising activity shall be handled in such a manner that no adverse reflection is made on the school system. Contracts with the vendors shall be paid when due.

Adopted: July 1, 1993
Amended: February 27, 1995; May 26, 2005

Legal Ref.: Code of Virginia, ~~§§ Sections~~ 22.1-79, 22.1-131, 22.1-132

Cross Ref.: [KQ, Commercial, Corporate and Promotional Sponsorships and Partnerships](#)