

**Tapestry Public Charter School Policy**  
**School Support Organization Fundraising Activities Policy**  
**Adopted: 7/16/2018**

**I. GENERAL:**

***All School Support Organization hosted fundraisers on school property are subject to all sections in this policy.***

1. The organizations must be registered with the school and approved by the Principal in writing and exist to enhance identified goals/programs of the school.
2. The organization's program of activities and budget must be planned in conjunction with and approved in writing by the Principal.
3. Activities must not conflict with or detract from instructional time.
4. All items purchased by support groups and donated to the school for use by the students and/or faculty become the property of Tapestry Public Charter School and must be entered on the inventory of the school.
6. Deficit financing and deferred payments are STRICTLY PROHIBITED.
7. Support groups may partner with schools but must maintain custody of funds raised until expended or donated.
8. Any support group must have and enforce a conflict of interest policy that adheres to best practices and avoids the appearance of as well as actual conflict of interest.
9. Under no circumstances may a school support group engage in any fundraising activity that directly or indirectly financially benefits any member, spouse or relative of the member.

**I. DEFINITIONS:**

- a. A **School Support Organization** is any organization that is run by parents or partners of Tapestry Public Charter School for the benefit of Tapestry Students or Staff excluding the Tapestry Governing Board.<sup>1</sup> (e.g. Parent-Teacher Organization, Sports Booster Clubs, etc.)
- b. **Fundraising Activity** is defined as any activity where a fee for service or purchase is charged in order to participate, regardless of whether there is an intent to profit from the event.

**II. General**

- a. All School Support Organizations must be authorized by the Principal.
- b. All organizational activities must be conducted on a voluntary basis and must not interfere or conflict with or distract from instructional time.
- c. School Support Organizations may engage in fundraising activities on or off campus under certain circumstances.
- d. The chair/president of the School Support Organization shall coordinate fundraising activities with the Director of Development and Development Committee.

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<sup>1</sup> The Tapestry Governing Board is governed by other more comprehensive policies.

e. All marketing materials must follow Marketing Committee Guidelines and be cleared by the Director of Development prior to use.

f. Any proceeds of fundraising activities must be used for the activities and projects of the organization itself in furtherance of its goals and objectives.

### **III. PRIOR TO ENGAGING IN FUNDRAISING ACTIVITY**

a. The School Support Organization must have a developed process for handling money that includes the following:

- 1) how money is to be collected
- 2) how receipts will be provided
- 3) how funds are accounted for
- 4) a description of any distribution of funds.

b. The School Support Organization must establish its own corporation and corporate account. That account must be audited annually using accepted business practices.

c. The School Support Organization must submit a budget to the Business Manager prior to any expenditure or fundraising activity.

d. The School Support Organization must submit a Fundraising Plan Form to the Director of Development two weeks prior to any fundraising event.

### **IV. Fundraising Rules and Regulations**

a. The Director of Development shall work with the chair/president of the School Support Organization to effectively fundraise for the organization without a conflict with the global fundraising necessary to support the educational mission of the school. In the event that there is an irresolvable conflict between the School Support Organization and the Director of Development, the conflict shall be presented to the school Principal for resolution.

b. No School Support Organization may fundraise utilizing the school name, logo, mission, or programs of Tapestry without an approved Fundraising Plan Form.

c. Any use of Tapestry's name, logo, or mission must be approved by the Marketing Committee prior to use. The Marketing Committee will make templates available for use. Even when templates are used, the final product must be submitted to the Development Director prior to circulation and/or purchase in the case of uniforms or other paraphernalia that may be purchased by the School Support Organization.

d. All marketing material must be prepared consistent with the school's Marketing Committee guidelines and cleared by the Director of Development at least 48 hours in advance of posting or circulating.

e. The purpose for any fundraising event must be clearly identified in any marketing material.

**V. VENDOR CONTRACTS/AGREEMENTS** – Any vendor contracts or agreements with any third party by a school support organization must be approved in accordance with the school's policy relating to contracts/agreements with third party vendors. In the event that a support group engages in a contract or agreement with a vendor all agreements must be completed in the name of the support organization and without a benefit either directly or indirectly to any member of the organization. Any such contract shall clearly indicate that Tapestry School Inc. d/b/a as Tapestry Public Charter School is not responsible for any contractual conditions.

**VI. FUNDRAISERS WITH THIRD PARTY COMPANIES** – Fundraisers that rely on third party companies who are paid or receive a percentage of fundraising proceeds, such as companies providing product sales, must enter into a written agreement with the school support organization clarifying services and payment, and must provide contact persons of at least three nonprofit or public organizations with whom they have done business. The organization must follow up with these persons as references prior to entering the contract. Any such contract must clearly state that Tapestry School Inc. d/b/a Tapestry Public Charter School is not legally bound by the Contract.

#### **VII. LIABILITY**

a. Tapestry School Inc. d/b/a Tapestry Public Charter School is not responsible or liable for misuse of any Crowdfunding website or account by any employee, teacher, coach, or any support group.

b. In the event funds raised under this policy are misapplied, misused or misappropriated, it is not the school's responsibility to replace the funds. The school shall investigate and discipline any employee misconduct where appropriate and may seek repayment from the employee.

c. Tapestry Public Charter School is not responsible or liable for failure of the site including deletion or erasure of the funds raised.

#### **VIII. REQUIRED CHECKLIST**

Prior to any fundraising activity the chair/president of the School Support Organization must initial each requirement itemized below. Please initial after each number.

1. All school support organization wanting to fundraise must obtain approval from Principal or his/her designee. \_\_\_\_\_

2. In order to have a fundraising event on the school grounds, the completion of a Facility Request Form is required, which must be completed two weeks prior to the date of the proposed fundraiser. \_\_\_\_\_

3. A completed Fundraising Plan Form must be submitted to the Director of Development at least two weeks prior to the date of the proposed fundraiser. \_\_\_\_\_

4. All marketing materials must follow Marketing Committee guidelines and cleared by the Director of Development at least 48 hours prior to posting or circulating. \_\_\_\_\_
5. All sales conducted on campus shall conform to school policies and all ordinances and laws. For example, raffles are prohibited by state law. \_\_\_\_\_
6. There shall be no sales that are in conflict with or which violate a school contract. All School Support Organizations wanting to hold a fundraiser that requires an initial financial expenditure must have sufficient funds to cover these expenses. School Support Organizations cannot use school funds to fundraise for the benefit of their organization. \_\_\_\_\_
7. Monies raised and/or collected must be deposited into the appropriate account within 48 hours of the completion of the event. \_\_\_\_\_
8. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the school support organizations. \_\_\_\_\_
9. The School Support Organization must have a collection box or bank bag with a lock on site to store the collected fund. \_\_\_\_\_
10. At the location of the fundraiser, the school support organization must post in a visible location the following fundraising disclaimer. \_\_\_\_\_

***This organization does not represent Tapestry School Inc. d/b/a Tapestry Public Charter School, its interests, or its opinions. Tapestry Public Charter School has provided no financial assistance for this endeavor nor will Tapestry School Inc. d/b/a Tapestry Public Charter School receive any funds for this endeavor. Monies donated are collected and distributed solely at the discretion of the fundraising organization for which this fundraiser is intended. Tapestry Public Charter School is not responsible for receiving or distribution of funds.***

11. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded. \_\_\_\_\_
12. Under no circumstances may a fundraiser be conducted by a School Support Organization for the direct benefit of a staff or faculty member of Tapestry Public Charter School.  
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13. Violations of the rules, regulations, procedures, and any other school policies while conducting the fundraiser may result in a loss of such privileges or other measures deemed appropriate. \_\_\_\_\_

## Fundraising Plan Form

### FUNDRAISING APPROVAL FORM FOR SCHOOL SUPPORT ORGANIZATION

Name of School Support Organization \_\_\_\_\_

Date of fundraiser \_\_\_\_\_

Time of fundraiser \_\_\_\_\_

Location of fundraiser \_\_\_\_\_

Account number for funds to be deposited into \_\_\_\_\_

What is the purpose of the fundraiser? \_\_\_\_\_

Please explain the fundraiser in detail

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I have read and understood the "School Support Organization Fundraising Activities Policy."

I agree to abide by all the rules and regulations in the "School Support Organization Fundraising Activities Policy"

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_