

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

I. DEFINITIONS

- a. A **Student Organization** is any school-based club or organization that supports the interests of students, is comprised of students, and is sponsored by at least one faculty member at Tapestry Public Charter School. (e.g. Drama Club, Robotics, Spanish Club, 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 Student Organizations must be authorized by the Principal and sponsored by a faculty member.
- b. All student organizational activities must be conducted on a voluntary basis and must not interfere or conflict with or distract from instructional time.
- c. Student organizations may engage in fundraising activities on or off campus under certain circumstances.
- d. The fundraising activities and budgets of student organizations and classes must be approved by the Principal in conjunction with the Director of Development.
- e. All marketing materials must follow all 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 Student 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 Student Organization can either work with the school and establish an account processed through the school's accounting process, or it may create its own corporation and corporate account. If the student organization utilizes the school's account, it must follow the school's accounting and purchasing practices. If it sets up its own account, that account must be audited annually using accepted business practices.

IV. FUNDRAISING RULES AND REGULATIONS

All fundraising activities are subject to the following rules and regulations:

1. Approvals

- a. All Student Organizations wanting to fundraise must obtain approval from both their advisor AND the Principal or his/her designee.
- b. The fundraising activities and budgets of student organizations and classes must be approved by the Principal in conjunction with the Director of Development.
- c. 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.
- d. 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.

2. Marketing Guidelines

- a. The use of Tapestry's brand, logos, likeness, or name is prohibited unless material is consistent with Marketing Committee Guidelines and approved through the Director of Development.
- b. The purpose for any fundraising event must be clearly identified in any marketing material.

3. Sales and Funds Collected

- a. All sales conducted on campus shall conform to school policies and all ordinances and laws. For example, raffles and alcohol sales are prohibited by state law without appropriate permits.
- b. There shall be no sales that are in conflict with or which violate a school contract. All student organizations wanting to hold a fundraiser that requires an initial financial expenditure must have sufficient funds to cover these expenses. Student organizations cannot use school funds to fundraise for the benefit of their organization.
- c. Monies raised and/or collected must be deposited into the appropriate student organization on campus account within 48 hours of the completion of the event.
- d. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the club/organization; with the exception of organizations that have 501c3 status as specified within this policy.
- e. The registered Student Organization must have a collection box or bank bag with a lock on site to store the collected fund.

f. Under no circumstances may a fundraiser be conducted by a student organization for the direct benefit of a staff or faculty member of Tapestry Public Charter School.

4. Other

a. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.

b. 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.

V. VENDOR CONTRACTS/AGREEMENTS – Any vendor contracts or agreements with any third party by a student organization must be approved in accordance with the school's policy relating to contracts/agreements with third party vendors. In the event that a Student Organization engages in a contract or agreement with a vendor, all agreements must be completed in the name of the organization and without a benefit either directly or indirectly to any member of the organization.

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 or school 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. CROWDFUNDING WEBSITES (DONORSCHOOSE.ORG, AND OTHER SITES) The following governs the use of Crowdfunding websites at Tapestry Public Charter School:

1. Use of a Crowdfunding website or accounts to raise funds or equipment for the school, a school activity, or Department in the name of Tapestry Public Charter School, any local school, class or club is ONLY permitted as outlined below:

a. Crowdfunding sites must be approved by the Director of Development and the proceeds and/or items must go directly to the school, NOT to individual employees or other approved users.

b. Crowdfunding postings must not contain information that may violate Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA) or any other state or federal laws.

c. Only the Principal, Vice Principal, teachers, or coaches, may request to use Crowdfunding.

d. All school-based requests to use Crowdfunding must be made in writing to Director of Development 15 days in advance of desired launch date.

- e. All requests must be approved in writing before postings are published.
- f. All funds and/or materials received through crowdfunding websites must be used by the school or department for their designated purpose.
- g. All funds and/or materials received through crowdfunding websites are property of the school.
- h. All crowdfunding activities, as well as activities being funded must be fully compliant with all school Policies, Regulations, and procedures.

2. 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 or student misconduct where appropriate and may seek repayment from the employee or student or guardian.
- c. Tapestry Public Charter School is not responsible or liable for failure of the site including deletion or erasure of the funds raised.

VIII. Charitable Organization Fundraisers: Rules and Regulations

- 1.** A Student Organization may conduct a fundraising event on school grounds for a charitable organization only when the Facility Request Form has been submitted and received with all approval signatures.
- 2.** The charitable organization must hold a 501c3 status.
- 3.** At the location of the fundraiser, the registered Student Organization must have a representative of the charitable organization present and/or pamphlets and literature available about the charitable organization.
- 4.** The registered Student Organization must use a 2-part receipt book when collecting funds (a 2-part receipt book. A receipt is written and a copy is given to the donor and a copy is kept by the Student Organization and kept on file by the treasurer of the organization for a minimum of four (4) years for auditing purposes.
- 5.** Within 30 days of the end of the fundraiser, verification of receipt of donation must be made to Student Involvement and Leadership. Verification may include one of the following: A. A copy

of the check or money order made out to the charitable organization, or B. A letter from the charitable organization thanking the student organization for the donation.

6. Any third party fundraising materials must include the following disclaimer:

Disclaimer: This organization does not represent Tapestry Public Charter School, its interests, or its opinions. Tapestry Public Charter School has provided no financial assistance for this endeavor nor will Tapestry Public Charter School receive any funds for this endeavor. Monies donated are collected and distributed solely at the discretion of the fund raising organization to the charitable organization for which this fundraiser is intended. Tapestry Public Charter School is not responsible for receiving or distribution of funds. This event is not representative of support of the charitable organization by Tapestry Public Charter School.

7. The following form must be filled out 2 weeks prior to any fundraiser:

Please fill out the following information:

Name of Student Organization _____

Faculty Sponsor _____

Student Responsible (president or chair of student organization)

Faculty Member(s) who will be in
attendance _____

Date of fundraiser _____

Time of fundraiser _____

Location of fundraiser _____

Account number for funds to be deposited into _____

Who is the fundraiser benefiting (student organization, name of 501c3)?

Please explain the fundraiser in detail

I have read and understood the "Guidelines for Student Organization Fundraising Activities." I agree to abide by all the rules and regulations in the "Guidelines for Student Organization Fundraising Activities."

Printed Name _____

Signature _____

Date submitted _____