

The Board of Education of Pojoaque Valley Schools recognizes that schools, organizations affiliated with the schools, and administrative departments within the District will, on occasion, wish to raise funds for specific non-budgeted expenses to support the school's educational programs. These various fundraising projects should be designed to comply with state and local budgetary control regulations and all funds shall be deposited into the appropriate school-based account as they are collected, receipted and deposited within 24 hours.

When possible and unless circumstances warrant and are described in detail on the Fund Raising Proposal/Approval Form, the district encourages the sponsors of fundraisers to not accept cash.

Sponsors must adhere to all regulations imposed for fundraising activities. Sponsors are and will be held accountable for the proceeds collected and not collected as a result of successful or unsuccessful fundraisers. Fundraising proposals shall be submitted to both the school principal and the Superintendent of Schools or his or her designee on the Fund Raising Proposal/Approval Form and shall include the following information:

- Name of group and sponsor making the proposal
- Description of how funds will be used and identification of specific school activities supported by the fund-raiser
- Description of products and or services (including advertising) involved and to whom they will be offered
- Description of any direct solicitation of money, gifts or prizes, and who will be solicited
- Description of how fundraising will be conducted (include start date, end date, who will participate, location, who will be in charge, list of outside groups or individuals providing assistance, time of day, how products or services will be sold, delivered, and stored)
- Description of how parent permission is obtained for students to participate in the fundraising activity.
- Acknowledgement that a student's participation in school related fund-raising activities is voluntary. No student shall be pressured to participate in a fund-raiser, nor should his or her action affect academic or participation in extra-curricular activities.
- It should be clearly stated on the parent permission form that if the student does not participate in the fundraising, that student or his or her parent/s will be responsible for his or her portion of expenses for which the fund raiser is designed (i.e. trips, uniforms, etc.).

The school principal and Superintendent of Schools or his or her designee will evaluate the fundraising proposal based on the following criteria:

- The need for funds is clearly demonstrated
- The use of funds will benefit students through enhanced curricular, co-curricular, or community programs
- The products and or services involved are of a nature that conforms to district and community standards
- The fundraising proposal is in compliance with this policy
- The fundraiser is well planned and will be adequately supervised

Fundraisers shall only take place after receiving approval from the school principal and Superintendent of Schools or his or her designee. Fundraisers should be designed to allow for complete accounting in all areas of activity, especially as it pertains to cash receipting and depositing into the appropriate school-based account as they are collected, receipted and deposited within 24 hours. Whether the fundraising activity is selling of

products or services or a raffle, the school must maintain appropriate cash and deposit receipting. With regard to raffles, the school must maintain a log of all tickets sold, which must be pre-numbered.

Fund raising shall be scheduled within the individual school and the District as a whole to reduce the likelihood of competing events and avoid scheduling with such frequency that the activities become overly burdensome to school personnel, parents, students and the Community. Fundraising activities may be of the product/service nature. Proposals involving door-to-door sales or solicitation are highly discouraged. Solicitation of local businesses shall be supervised such that, for any one fundraiser, no business shall be solicited by more than one representative of the group.

Fundraising should be limited in duration and of such nature as to avoid the disruption of regularly scheduled school activities including teaching and learning. Fundraising may not conflict or compete with the District's Wellness Policy including selling or vending of food or competing with the school cafeteria at lunch time.

Sponsors and school administrators will follow the New Mexico Public Education Department guidelines from the Manual of Procedures, Supplement 18, Student Activity Funds.

The sale of supplies in the classroom as a fund-raising project for student activities is prohibited, but is permissible under the principal's authority as a service to students. This does not preclude the operation of a school store under the control and supervision of the principal or the non-profit sale of industrial art, woodworking, art, crafts, etc. supplies which are used by students in making articles that become the student's property.