

FUNDRAISING POLICIES AND PROCEDURES

Shanél Valley Academy (“SVA” or the “Charter School”) recognizes a desire and a need for fundraising. SVA also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. The dedication and fundraising efforts of our parent community strengthen the ties which make us a caring place where the learning, success, and development of all scholars are deeply valued. SVA Governing Board (the “Board”) has the responsibility to monitor, supervise, and control all fundraising activities on campus and associated with official Charter School programs and activities. All fundraising activities must have prior written approval from the Principal and/or Governing Board.

Fundraising is any activity held for the purpose of raising funds or receiving goods and/or services, during which currency, tokens, tickets, donation for, or other forms of payment are exchanged for the sale or purchase of a product. Fundraising is permitted under the school board’s policy that is approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school. SVA will hold all funds and will provide the administrative processes for collection and disbursement. SVA is committed to appropriate distribution of funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.

The Charter School Fundraising Policy stems from the following principles:

- Fundraising should be consistent with the mission and values of the SVA charter.
- Fundraisers should promote multiculturalism by including and incorporating a variety of cultural activities designed to appeal to diverse populations in the larger community.
- Fundraisers should promote students who are active in their learning, aware of their interests, and who seek to expand and explore their knowledge through dynamic collaboration with peers and teachers within an academic setting and the larger community.
- Fundraisers should promote and support education in science, math, humanities, and the arts.
- Fundraisers should reflect a positive image of SVA and should provide public relations in the community consistent with the SVA’s mission and values.

The Charter School Fundraising Policy strives to avoid:

- Partnerships with businesses or organizations that make a profit from fundraisers but do not share the philosophy and values of SVA.
- The promotion of excessive consumerism, marketing, advertising, or selling commercial products or services.
- Students doing door-to-door canvassing of any kind.

Voluntary Participation

All student, staff and parent participation in SVA fundraising activities is voluntary. Participation in fundraising activities is not required for any student’s participation in any educational activity or program. Further, SVA will not discriminate against a student in any way based on whether or not a

student or his/her family participated in fundraising activities or contributed time or money to SVA. **However, students may be provided prizes or other recognition for voluntarily participating in fundraising activities.** Complaints regarding noncompliance with California Education Code sections 49010 *et seq.* may be filed under the Charter School's Uniform Complaint Procedures.

General Fundraising Policy Guidelines

To properly conduct fundraising activities, it is important to meet all requirements and submit the necessary documentations in advance for any fundraising activity or event. It is recommended that a master schedule of fundraising activities be developed by any school council and provided to the principal at the start of each school year. The type, frequency and scheduling of fundraisers must be approved by the principal.

1. IRS rules provide that nonprofit, 501(c)(3) groups must be operated *exclusively* to support their tax-exempt activities. None of the activities or funds may be used to help individual members raise money to pay for personal expenses. The funds raised by 501(c)(3) school fundraising groups must be used to support the group's mission; fundraising activities in which only the individuals who participate in the fundraising are credited with the funds raised are prohibited.
2. The principal shall act as the general supervisor of all SVA sponsored fundraising activities and shall be responsible for the implementation of policies adopted by the Governing Board. The principal may request periodic internal fiscal or operations audits to assure compliance with school board policies, regulations, and procedures.
3. The business manager or his/her designee shall serve as a consultant in financial matters for the sponsored activities as a whole and for each of its parts. The business manager or his/her designee shall periodically review the general financial status, structure, and internal control procedures of the various student body activities. Internal controls are those systems, procedures and devices through which temptations are curbed and errors and defalcations are prevented or detected.
4. Fundraising cannot occur during instructional time. This also applies to those fundraising that claim to have an instructional component or where pledges for the activity are obtained outside of the instructional time.
5. Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers (outside of instructional time) on the SVA campus at least thirty minutes after the end of the instructional day. The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
6. SVA employees who act in their personal capacity and on their own personal time are free to establish or participate in school sponsored fundraisers and/or organizations. The employee must ensure that participation in the organization does not present a conflict of interest with their duties as a school employee. The employee should also make it clear that their participation is in their personal capacity and not in their capacity as a school employee.

Acceptable Uses of Funds

- ✓ Educational field trips, meals, and other activities planned for the benefit of students as recognition for accomplishments.
- ✓ Parent/student functions such as Open House, Parent Night, and Graduation. Refreshments & snacks for meetings where the school serves as host for related activities for students, staff, & patrons.
- ✓ Incentives for student involvement, participation, and achievement.
- ✓ Supplemental classroom instructional needs and general office supplies, including school furnishings and equipment which will benefit the general student body.
- ✓ Improvement of campus and site facilities such as plants, bulletin boards, signs, and flags.
- ✓ Emergency health or safety needs for students.

Unacceptable Uses of Funds

- Gifts, gift cards, gift certificates, or the like for school employees.
- Payment of an individual's organization dues or fees that do not provide a direct benefit to the school, campus or to a group of students including the payment of professional liability insurance.
- Reimbursement for luncheons or dinners while attending civic organization's meetings except to officially represent the school district or campus.
- Purchase of any gift for any person or organization; this includes gift certificates, retirement gifts, flowers, holiday gifts, and food gifts. Gifts of public funds are prohibited.
- Extravagant or high-priced awards such as watches or other jewelry.
- Extra compensation or bonuses to employees whether it be in the form of cash or gifts.
- Payment of an individual's personal bills.
- Loans to employees, parents, or students for any reason.
- Replacement of an individual's property that was lost, stolen, or damaged on the school or school premises or while being used at a school function.
- Alcoholic beverages, tobacco products, controlled substances, firearms, and other weapons.
- Traffic citations, parking or toll charges, auto repairs.
- Appreciation and fundraising dinner tickets.
- Furniture for administrative offices.
- Meals or expenses relating to a group or organization.
- Any expense which appears to benefit private individuals or entities in ways so out of proportion to the overall public benefit that they amount to a virtual donation or gift.
- Any other expenditure prohibited by federal or State law, or board policy.

Fundraising Procedures

1. Submit a completed *Fundraiser Proposal and Request for Authorization* form to the principal for approval, after the Parent Advisory Committee has approved and signed the request.
2. Once the *Request for Fundraiser Approval* form has been signed by the principal, the Parent Advisory Committee may proceed.
3. The Parent Advisory Committee should take care to select a reputable company for the purchase of fundraising materials. In addition, the sponsor should maintain a good relationship with vendors by submitting bills to the business manager for payment in a timely manner.
4. All third-party vendors hired for an event/activity are required to provide a Certificate of Liability Insurance, listing Shanél Valley Academy as “additionally insured” prior to the work performed. Independent contractors (e.g., DJ, piano player) who do not carry insurance may sign a Waiver of Liability, Assumption of Risk, and Indemnity Agreement.
5. In order to ensure that Shanél Valley Academy properly reports all payments to the IRS, a copy of all vendors and contractors that provide services, **must** provide an IRS Form W-9 (*Request for Taxpayer Identification Number and Certification*).
6. All volunteers or individuals who donate their time on campus, without financial compensation to benefit school activities during the school day or during extra-curricular activities, must follow the procedures set forth in the *SVA Volunteer Policy & Procedure Handbook*.
7. Food vendors will be required to provide a Certificate of Liability Insurance, public health permit, business license, food handler’s certificate and W-9.
8. The Parent Advisory Committee is required to ensure that financial records are maintained. The Parent Advisory Committee should keep accurate records of buyers of purchased items and funds received, collect all money due to the activity account, and keep a detailed list. Sales details should immediately be given to the business manager with all funds collected. All money collected must have a receipt or documented backup. Computer generated lists or handwritten ledger sheets are acceptable, provided all pertinent information is furnished (date, names, number of items sold, amounts paid, and method of payment.) All policies and procedures outlined in *Board Policy 10 Financial Policies and Procedures* will be followed.
9. For control purposes, at least two people must be involved in the collecting and counting of cash. Documentation of such shall be recorded on a *Cash Verification Form*. All policies and procedures outlined in *Board Policy 10 Financial Policies and Procedures* will be followed.
10. All money received by the school must be properly recorded. A hand-written receipt must be made from a cash receipt book held at the administration office. "Money" includes coin, currency, checks, money orders, ACH or third-party transfers, etc. The original receipt copy is issued to the person or firm from whom money is received. A copy shall be retained by the Parent Advisory Council or sponsor and a copy retained for the financial office. All monies should be receipted on the actual date of receipt, not the date of deposit to the bank.

11. All incoming checks must be made payable to the Shanél Valley Academy. Checks must be endorsed “For Deposit Only” or stamped with the restrictive endorsement “For Deposit Only” immediately upon receipt. All policies and procedures outlined in *Board Policy 10 Financial Policies and Procedures* will be followed.
12. Payment for services, products, or reimbursements shall not be made from cash receipt funds (cash on hand) under any circumstances.
13. Cashing of personal checks from cash receipt funds (cash on hand) is prohibited.
14. All money collected must be submitted in the same form as collected. A staff member is not to substitute his/her personal check for cash collected. No personal checks are to be cashed from the funds collected.
15. Periodic cash counts (at unannounced times) shall be performed by the principal and/or business manager to compare cash receipts with cash on hand and to reconcile deposits that have been made.
16. The sponsor shall submit a *Fundraiser Report* form to the principal within two weeks of the conclusion of the project.

Authorization for Expenditures

Pursuant to Education Code Section 489339 the following approval is required each time an expenditure is made from school funds:

(b) The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of each of the following three persons, which shall be obtained each time before any of the funds may be expended: an employee or official of the school district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization.

Therefore, all expenditures of funds shall be authorized in advance by members through its regularly elected officers and governing body, with the approval of the principal. Where it is deemed impractical to make such arrangement, proposed expenditures shall be formally approved in writing by the officers in advance.

Prior to any request for expenditure from the school organization fund, the sponsor must first verify that funds are available to cover requested expenditures.

Procedure:

1. Submit a completed *Request for Authorization for Expenditure* form with all receipts and documentation to the principal, after the Parent Advisory Council has approved the expenditure and signed the request.
2. Payment of outstanding invoices and expenditures must be supported by receipts, invoices or other appropriate documentation. Invoices and statements must be checked for accuracy in (1) quantity received (2) quantity ordered (3) price (4) extension of price and quantity. The statement or invoice must be initialed and dated by sponsor or Principal or his/her designee, indicating that all merchandise was received and accounted for.

3. Sponsors may request reimbursement for items that were pre-approved by the Parent Advisory Council or other committee. In all cases an itemized invoice and proof of payment shall be required of the sponsor.
4. Requests will be processed by the Business Manager in accordance with *Board Policy #10, Financial Policies and Procedures*.

Responsibility of Funds

1. The Principal is responsible for the proper collection, disbursement and control of all school activity fund money relative to the fund in their trust. This responsibility includes the safekeeping, proper accounting, and administration of the money in the school, as well as disbursing money for any legal purpose within the guidelines or policies of the fund.
2. The Business Manager is responsible for the management and control of all documents necessary for the operation of the fundraising activity fund. The responsibilities include, but are not limited to:
 - Reading and understanding Board Policy #10, *Financial Policies, and Procedures* and applying those policies to all fundraising activities.
 - Collecting and organizing all forms with appropriate signatures, account names and account numbers for cash receipts, disbursements, transfers, adjustments, and fundraisers.
 - Accurately and promptly preparing bank deposits.
 - Monitoring activity fund accounts to prevent overdrawn balances.
 - Maintaining accurate and organized activity fund files, reports and spreadsheets. Detailed documentation shall be recorded in separate files, chronological by the name of the fundraising activity, separated by school year.
 - Maintaining a donation file including donation reports with any supporting documents.

All such fund shall be the ultimate responsibility of the Board of Directors to review for policy and procedure compliance.

Adopted: 3/1/23

Amended: