



Standard Operating Procedures

# STUDENT FUNDRAISING HANDBOOK

APPROVED: September 30, 2019

# Student Fundraising Handbook

## Policy Cross Reference Sheet

This handbook is an administrative procedure of the District and subject to policies adopted by the Board of Trustees. In case of conflict between administrative procedures and Board policy, policy shall prevail.

Date of Superintendent Approval: 9-20-19 

Version Number: (i.e. "2018.1") 2019.1

The contents of this handbook relate to the following Board policies:

Policy	Title	Page(s)
FJ (Local)	Student Fundraising	*
FM (Local)	Student Activities	6
CAA	Fiscal Management Goals and Objectives: Financial Ethics	8
CDC	Other Revenues: Gifts and Solicitations	9
FFA	Student Welfare: Wellness and Health Services	9
EC (Local)	School Day	*
GE (Local)	Relations with Parent Organizations	*
CO (Local)	Food Services Management	*

\*The above listed policies relate to areas in which student fundraising is necessary. This handbook speaks directly to student fundraising.

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# INTRODUCTION

## **Philosophy**

The Board encourages students to participate in activities, including fundraising efforts, designed to serve and support others. The Board believes that such participation contributes to the students' overall development as servant leaders and compassionate citizens. Furthermore, the Board believes student participation in fundraising efforts to support the cost of learning experiences and co/extra-curricular activities is one way students can demonstrate ownership of and responsibility for their learning.

# FUNDRAISING

Fort Bend ISD encourages students to participate in fundraising efforts to support the expenses of learning experiences and extra-curricular activities as an important way to make those experiences possible and affordable. Students can have the opportunity to demonstrate ownership of and responsibility for their learning.

## **Pre-Approval Required**

### Activities Requiring Pre-Approval

The District has identified a wide variety of money-collecting activities that must be approved in advance as “fundraisers.” This administrative procedure identifies those activities and describes the District’s online Request/Approval/Recap process. See the section below called “Activities Requiring Approval as a Fundraiser”.

It is important to note that even if the intent is not to make a profit for the student organization, the activity may still be considered a fundraiser. See [EXHIBITS A-E] for specific requirements, discussion and steps.

Certain other money-collecting activities shall not be considered “fundraisers” as discussed here. However, they must be conducted with permission of the principal and carried out following all accounting procedures for activity funds. These include collection of student organization or faculty dues; school fees such as parking permits, materials fees, and test fees; student fines; and monetary donations not part of a donation campaign.

### Advance Approval

Fort Bend ISD requires all fundraisers to be reviewed and approved by the principal and assistant superintendent in advance. The advance approval allows the District to ensure that all appropriate laws and policies are followed. Additionally, the advance approval helps protect the District, clubs, and organizers from potential problems including schedule conflicts and irresponsible accounting of funds.

## **Organizations and Group Benefitting**

### Student Groups and Organizations

Student groups and organizations are formed per Policy FM(LOCAL).

Each student organization must be supervised by a “sponsor”, who is a staff member. The sponsor of a student group or organization is responsible for the financial activity and resources of the student organization, even if the governance of the organization lies primarily with the students. The sponsor shall be familiar with District procedures and ensure they are followed.

While fundraising activities shall not occur during regular school hours, these activities are an extension of the school program.

### School-wide Fundraising

When fundraising activities are in the name of a campus or the District and open to the entire student body, all funds raised become Campus Activity Funds. When fundraising activities are

confined to a specific student organization or group, all funds raised belong to the group or organization responsible for raising the Student Activity Funds.

Students shall not be required to participate in fundraising activities and cannot be penalized for choosing not to participate. Money raised shall be used to benefit all students of the applicable group or organization and not only those who participated in the fundraising efforts.

Participation in fundraising activities does not guarantee that any student will be selected for the team, activity or organization.

#### Parent Organizations

Parent Organizations include PTOs, PTAs, booster clubs, and other parent organizations established to promote school programs or complement student groups or activities. Even though a parent organization/booster club works very closely with the District, it is a *separate entity* from the District. The funds raised by the organization are deposited into the parent organization's bank account and controlled by its officers. The fundraisers of these organizations must be requested and approved in advance through the processes described in these administrative procedures.

#### Fundraising for Non-FBISD Organizations

Students representing their school may participate in charitable institution and community drives. Such participation shall be on a strictly voluntary basis, and shall not disrupt the regular school day.

# GENERAL REQUIREMENTS

## **Prohibited Fundraisers (See Exhibit A)**

**Charitable Raffles:** The District is not a qualified nonprofit organization and shall not sponsor or conduct raffles, [FJ(LOCAL)]. Parent organizations should contact the Texas Attorney General's Office to determine eligibility. <https://www.texasattorneygeneral.gov/divisions/financial-litigation/charitable-trusts/charitable-raffles-and-casinopoker-nights>

**Crowdfunding and online donation pages:** For schools wishing to solicit monetary contributions online, NEVER use outside crowdfunding platforms. The District encourages the use of the District's webstore instead.

**Bingo:** The District and its schools and student organizations/clubs may not conduct bingo fundraisers. Parent organizations may, if they follow state regulations. Consult the Texas Lottery Commission for information. <https://www.txbingo.org>

**Door-to-Door Sales:** This type of fundraising is strictly prohibited for students in grades PK-8 and strongly discouraged for students in Grades 9-12. The school sponsor is required to lead and attend any door-to-door sale activities.

**Paid Solicitors:** The District prohibits any hired third-party solicitors (i.e. telemarketers).

**Curriculum-Based:** A fundraiser shall not be used to underwrite the cost of supplies or materials for a curriculum function. Fundraising activities shall not interfere with the instructional program or time. [FJ(LOCAL)]

**Individual Benefit:** A fundraiser shall not be conducted to collect money for a specific individual facing financial hardship or to receive an individual benefit.

**Outside Organizations:** Outside organizations may not solicit contributions of any type from students within the schools. Students may participate in a charitable institution or community fundraising drive on a strictly voluntary basis and shall not disrupt instructional time.

## **Fundraisers Per Year**

Approved student organizations are generally limited to two fundraisers, as defined here per school year, but may conduct more than two with the approval of the school principal and the assistant superintendent.

## **Accounting for Funds**

Funds collected by student groups shall be deposited into the activity fund established for the student group and shall be used only for the purposes authorized by the organization or upon approval of the staff sponsor. Funds collected from school-wide fundraisers shall be deposited into the activity fund designated for the appropriate use and accounting of those funds. The principal shall approve all disbursements. Staff involved in fundraising and or disbursements shall adhere to policies related to financial ethics, conflict of interest, employee standards of conduct, and activity fund management. [See CAA, DBD, DH, and CFD].



**Contributions**

Donations received outside of a scheduled fundraiser made to the school or club funds shall be made in accordance with accepted District procedures. See the District's policy regarding Donations at Policy CDC(LOCAL) as well as administrative procedures for CDC.

Contributions made in connection with a fundraiser or fundraising event are considered part of the fundraiser.

**Food Sales**

All fundraising projects or activities where food is sold during the school day (from midnight until 30 minutes after the last bell for the day), shall be in compliance with all State and Federal laws or regulations governing food sales on District campuses during the school day. These regulations include a la carte sales, school stores, vending machines, and fundraisers. [see FFA].

<https://www.fortbendisd.com/cms/lib/TX01917858/Centricity/domain/64/child%20nutrition/Fundraising%20Guidelines%20flyer.pdf>

# REQUEST/APPROVAL/RECAP PROCESS

## **Activities Requiring Approval as a Fundraiser**

The types of money collecting activities that should go through the request/approval process are addressed by [EXHIBIT A].

## **Steps for Receiving Permission to Fundraise**

The process for receiving permission to conduct a fundraising activity are addressed by [EXHIBIT B].

To ensure that all fundraising activity follows the appropriate work flow, please refer to Steps to Request a Fundraiser. See [EXHIBIT D].

## **Financial Recap**

Activity fund fundraisers shall go through a financial recap process after their conclusion to determine their financial effectiveness. See [EXHIBIT E].

## **Campus Oversight**

Each principal is required to report to assistant superintendent all possible fundraising ideas.

The principal at each campus is responsible for developing procedures for his or her campus staff to submit fundraising requests and for retaining all necessary records related to fundraising projects in the event of an audit or on request of the District central office.

On initiating a fundraising activity or project, each sponsor and principal shall agree to comply with all relevant state and federal laws and regulations related to fundraising, including any eligible tax-exempt fundraising projects. The District's Activities Fund Manager shall be consulted with any questions or concerns.

The following information must be retained by each campus principal, at a minimum:

1. Printed copy of the online fundraising activity request form along with the approval or denial by the assistant superintendent
2. Campus records and documents pertaining to financial transactions of fundraisers
3. List of approved Student Groups and Student Organizations annually

# EXHIBIT A – Criteria for Requiring Fundraising Approval

**What is a “fundraiser?” The better question is:**

*What money-collecting activities should go through the online Request/Approval/Recap process?*

**What if we plan to not make a profit?**

While making a profit is usually a criterion, some money-collecting activities that should go through the request/approval/recap process are not intended to make a profit.

**Schools may NEVER raise money for their activity funds in the following ways. :**

1. **Raffles**
2. **Crowdfunding online donation pages**
3. **Bingo**
4. **Door-to-door sales (unless accompanied by appropriate adult supervision)**

**Parent Organizations could possibly raise money in the following ways, ONLY if follow strict criteria:**

1. **Raffles** – Contact the Texas Attorney General’s Office to determine eligibility.  
<https://www.texasattorneygeneral.gov/divisions/financial-litigation/charitable-trusts/charitable-raffles-and-casinopoker-nights>
2. **Bingo** – Contact the Texas Charitable Bingo Operations Division of the Texas Lottery Commission and secure a bingo license in advance. <https://www.txbingo.org>

**Fundraisers Required to apply online for Request/Approval/Recap process:**

1. Selling items to students, families and staff (i.e. school store, school spirit wear, Field Day shirts, etc.).
2. Selling items away from school.
3. Working with an outside company which pays a commission or takes a commission based on the revenue generated.
4. Soliciting donations to the group, organization or school. A letter-writing or emailing campaign (i.e. coin drive, car wash, tip jars, etc.).
5. Soliciting donations to send to an outside charity.
6. An event where admission is charged (i.e. dance, pep rally, teacher-student game, tournament, etc.). Exempted: ticketed fine arts plays and performances.
7. An event that is free to attend but sells things or collects money (i.e. carnival, festival).
8. Selling food in the campus or on school property.
9. An event where money is collected and food is served on the campus or school property.
10. Food is sold away from campus but will be delivered to campus to be distributed.
11. Staff “Jeans-day” collection.
12. School-wide fundraiser.
13. Library Book Fair.

**Requires permission from the principal; online request/approval/recap optional:**

1. Restaurant Spirit Night
2. Student organization or faculty fund dues
3. Yearbook sales or ad sales

**Requires permission from the principal; online request/approval/recap not necessary:**

1. Receiving one-off donations
2. PE Uniforms sales
3. Parking Permit sales
4. Test or course fees

# EXHIBIT B – Fundraiser Approval Process

Fort Bend ISD requires all fundraisers to be reviewed and approved by the principal and assistant superintendent in advance. The advance approval allows the District to ensure that all appropriate laws and policies are followed. Additionally, the advance approval helps protect the District, clubs, and organizers from potential problems including schedule conflicts and irresponsible accounting of funds.

## **Steps for Obtaining Permission to Fundraise**

A fundraising request must be completed by the person in charge of the project (i.e. sponsor, teacher or administrator). Information on this form includes dates, location of the sale or event, items to sell (or other means of generating revenue), the estimated expected profit, the planned use of the profits, and other information that supports the request.

The fundraising project request forms are completed online using the FBISD Fundraiser Request process.

The requester submits the request to the principal for review and approval. If approved by the principal, the request shall be considered for approval by the assistant superintendent. However, if food will be sold, served or delivered on campus property, Child Nutrition shall approve the request before going to the assistant superintendent. If approved by the assistant superintendent, the fundraiser is approved to take place.

The submitter and campus administration shall receive a confirming email when a fundraiser is approved.

A fundraising project shall not begin until the campus and requester receives this final approval.

Fundraisers related to a school activity fund will go through a financial recap process after their conclusion to determine their financial effectiveness. After the bookkeeper requests the financial recap, the sponsor should prepare it for the bookkeeper's review. After the bookkeeper reviews the financial recap, it should be submitted to the principal for approval. The fundraiser financial recap process is not required for parent organization fundraisers.

# EXHIBIT C – Fundraiser Request Form

**Activity Fund**  
**(Form AF-12)**

**Status:** Not Submitted

**FundraiserID:** {new}

**Approval Progress**  
[<< Not Submitted >>](#)
[Awaiting Principal Approval](#)
[> Awaiting Assistant Superintendent Approval](#)
[> Approved](#)  
Fundraiser is NOT APPROVED until the status is Approved

**Information Needed:**

- Campus is required.
- Organization is required.
- Current Balance is required.
- Fundraiser Name is required.
- From Date is required.
- To Date is required.
- Proposed Location is required.
- Estimated Profit From is required.
- Estimated Profit To is required.
- Proposed Use of Funds is required.
- Detailed Description of Fundraiser is required.
- Has this organization conducted this fundraiser before? is required.
- Will food be sold, served or distributed on campus? is required.
- Are you selling items normally subject to sales tax? is required.
- If normally taxable, will this sale count as one of the two one-day tax free sales? is required.
- Will rental of District facilities be required? is required.

**Campus:\***

**Organization:\***

**Account Number:**

**Current Account Balance \$**  
(per bookkeeper):\*

**Fundraiser Name:\***

**Proposed Dates of Fundraiser:**

**From:**

**To:**

**This form must be completed and submitted at least 30 days prior to the date of the proposed activity.\* \***

**Proposed Location:\***

0 of 100 chars

**Estimated Profit: \* \***

**From:**

**To:**

**Proposed Use of Funds:\***

0 of 100 chars

**Provide a detailed description of proposed activity. If sales, include examples of per-unit pricing and cost. Attach a budget (below) and any information or forms that would be useful to the approval process:\***

0 of 400 chars

**Upload Documents**  
(Excel, MS Word, pdf, etc.):

Upload...

(Max File Size=2.00GB)

**Has this organization conducted this fundraiser before?:\***

☐ Yes ☐ No

Will food be sold, served or distributed on campus?:

☒ Yes ☐ No

Food Service Guidelines and Resources:

[FBISD CND Fundraising web page with Smart Snacks Calculator link](#)  
[FBISD Food Service Guidelines](#)  
[FBISD Nutrition Standards](#)  
[State of Texas Food Service Guidelines](#)

All information shall be provided for all items served or sold.

\*Nutritional information is required when food products are sold during the school day. The school day is defined as the period from 12:01 am until 30 minutes after the end of the official school day. Failure to provide the nutritional information will result in denial of the sales and will require resubmission.

Choose one of the following:\*

☐ Food Items purchased from outside vendor ☐ Food Items purchased from Child Nutrition Dept ☐ Catered Event (company stays on site during event)

#### Food-related questions (depends on which answer above):

Choose one of the following:

☐ Food Items purchased from outside vendor ☐ Food Items purchased from Child Nutrition Dept ☐ Catered Event (company stays on site during event)

Purchased from (business name):\*

(All items shall be obtained from a licensed facility. No homemade items shall be allowed.)

Products/ Actual Serving Size:

You must provide the actual serving size that you will be distributing for each item.

Add Product

Product Name	Serving Size	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Delete

Nutrition Facts Labels must be provided by the vendor/manufacturer. Choose method to submit:\*

☐ Upload ☐ Fax

Or:

Choose one of the following:

☐ Food Items purchased from outside vendor ☐ Food Items purchased from Child Nutrition Dept ☐ Catered Event (company stays on site during event)

(Must be ordered ten (10) days in advance.)

Nutrition Facts Labels must be provided by the vendor/manufacturer. Choose method to submit:\*

☐ Upload ☐ Fax

Or:

Choose one of the following:

☐ Food Items purchased from outside vendor ☐ Food Items purchased from Child Nutrition Dept ☐ Catered Event (company stays on site during event)

Company Name:\*

Caterer's Health Permit Number:\*

Permit Expiration Date:\*

Products/ Actual Serving Size:

You must provide the actual serving size that you will be distributing for each item.

Add Product

Product Name	Serving Size	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Delete

Nutrition Facts Labels must be provided by the vendor/manufacturer. Choose method to submit:\*

☐ Upload ☐ Fax

Are you selling items normally subject to sales tax?:\*

☐ Yes ☐ No

[Sales Tax Guidelines](#)

If normally taxable, will this sale count as one of the two one-day tax free sales?:\*

☐ Yes ☐ No ☐ N/A

Will rental of District facilities be required?:\*

☐ Yes ☐ No

If yes, please submit the Facilities Use Request Form on this page : [Facility Rentals and Reservations](#)

District Organization Activity Fund:

FBISD Employee Sponsor Name:\*

FBISD Employee Sponsor Email:\*

# EXHIBIT D - Steps to Request a Fundraiser

## Activity Fund Fundraisers

The fundraiser request processed by staff is as follows:

1. In the menu, choose >Fundraisers >New Fundraiser Request to begin a new fundraiser request or >Fundraisers >Search to retrieve one that the requestor previously saved.
2. Save to finish later if do not have all the required information ready.
3. Click "Submit for Approval" and an email will be sent to the principal for his/her review (it will be approved, denied, or requestor may be contacted with a request to modify or add additional information). Once submitted, requestor will be unable to edit the request. (If requestor needs to make edits, ask for the status to be changed back to "not submitted.")
4. Once approved by the principal, the assistant superintendent shall be notified for his/her review and approval. (If food is sold, served or distributed on campus, it shall go to Child Nutrition first.)
5. Once all approvals are given, the requestor will be notified by email and may proceed with the fundraiser.
6. Following the fundraiser, school activity fund fundraisers will go through a post-fundraiser financial recap. After the fundraiser has been conducted and all bills are paid, the bookkeeper or secretary will log in and notify the requestor that the financial recap shall be prepared. (This is not required of parent organization fundraisers.)
7. The requestor shall provide financial information to show the revenue, expenses and profit, and attach pertinent information. The school bookkeeper shall review this and when agreement exists between sponsor and bookkeeper, the report shall be forwarded to the principal for final acceptance.
8. The school bookkeeper or principal's secretary will receive an email notification any time a request is submitted to the principal; is approved by the assistant superintendent; or denied by anyone.

## Parent organization fundraisers


The fundraiser request processed by parent organization is as follows:

1. In the menu, choose Fundraisers/New Fundraiser Request to begin a new fundraiser request or Fundraisers/Search to retrieve one that requestor previously saved.
2. Save to finish later if you do not have all the required information ready.
3. Click "Submit for Approval" and an email will be sent to the principal for his/her review (it will be approved, denied, or requestor may be contacted with a request to modify or add additional information). Once submitted, requestor will be unable to edit the request. (If requestor needs to make edits, ask for the status to be changed back to "not submitted.")
4. Once approved by the principal, the assistant superintendent shall be notified for his/her review and approval. (If food is sold, served or distributed on campus, it shall go to Child Nutrition first.)
5. Once all approvals are given, requestor will be notified by email and may proceed with the fundraiser.

See below table for instructions on accessing and using the Fort Bend ISD Fundraiser Request/Approval/Recap System.

Access the fundraiser request system from the Fort Bend ISD website. [www.fortbendisd.com/Page/727](http://www.fortbendisd.com/Page/727)

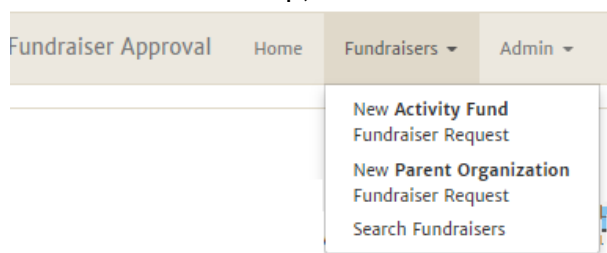


Activity fund (FBISD Staff)	Parent Organizations
<div>STAFF</div> <div>Staff Links</div> <div>  Fundraiser Request Form </div>	<div>PARENTS &amp; STUDENTS</div> <div>Parents Homepage</div> <div>Fundraiser Request Form</div>
<p>Choose the appropriate link:</p> <ul style="list-style-type: none"> <li>Parent Organization Fundraisers Request (Log in)</li> <li>Fort Bend ISD Employee Fundraiser Request (Log In)</li> </ul>	

Activity fund (FBISD Staff)	Parent Organizations
<div>FBISD Employee User Name*</div> <div>Enter user name</div> <div>Password*</div> <div>Enter password</div> <div>Log In</div>	<div> <a href="#">Register</a> if you don't have an account. </div> <div>Set up a user name, provide your name and contact information, and choose a password. Then "Create User"</div> <hr/> <div>User Name*</div> <div>Enter user name</div> <div>Password*</div> <div>Enter password</div> <div><input type="checkbox"/> Keep me logged in</div> <div>Log In</div> <div><a href="#">Forgot Password</a></div>
<div>Read more, if you want:</div> <div><a href="#">How does the approval process work?</a></div>	<div>Read more, if you want:</div> <div><a href="#">How does the approval process work?</a></div>

To start a new fundraiser request, choose the “New” that applies to your group

To go to an existing fundraiser request to finish it, to review it, or to do a post-fundraiser Financial Recap, choose “Search”



Notice the Status and Approval Progress Flow line. Fundraiser ID will be assigned when the request is saved.

Tell us about proposed fundraiser:

- Campus (will be defaulted)
- Activity Fund account name and number. (NOTE: If it is not on the drop down **Save for Later**, and ask the business office to add the account).
- Account's current balance (ask bookkeeper)
- Name of fundraiser. Please be specific and descriptive.
- Proposed dates. Be as exact as possible to avoid scheduling conflicts and, the bookkeeper will know when to expect to begin seeing money. Ask your campus.
- Proposed location. On-campus/ off-campus? In the cafeteria? Library? Parking lot or ball fields? This is very important, especially if food will be sold, served or distributed, and for facility use considerations.
- Estimated profit. Give a range, not expected to be exact.
- Proposed use of funds. Tell us why need to raise this money.
- Provide a detailed description. Please be descriptive. If sales, include the selling price and the cost to purchase. If a commission sale, state what the expected return rate is. If it entails multiple components (i.e. ticket sales, apparel sales and concession), explain that. If 100% of the proceeds will be sent to a certain charity, state that fact.
- Upload documents which will explain fundraiser and its details. Include a flier or budget plan. Anything that makes a case for the good idea.
- Has this organization conducted this fundraiser before? (If Yes, what was the profit?)
- Will food be sold, served or distributed on campus? This is critically important because if food will be sold, served or delivered on campus property, Child Nutrition shall approve the request.
- Are selling items normally subject to sales tax? (This is a prompt to be aware of sales tax rules and to help set your price appropriately.)
- Will this be a one-day, tax-free sale? A few organizations may be eligible for this (most are not). Consult your bookkeeper.
- Rental of District facilities required? This is a prompt to take those steps, if necessary.

<div> <div>Save for Later</div> <div>Submit for Approval</div> </div> <p>The Status will change to</p>	<p>Once submitted, you will not be able to make edits. However, if you need to make changes, ask your principal to change the status back to “Not Submitted” to continue working.</p>
<p>Notice the Status and Approval Progress Flow line. Fundraiser ID number has been assigned. Use this for future tracking and editing.</p>	

**Status = “Awaiting Principal Approval:”** What happens next?

- Auto-generated email will be sent to principal
- Principal will open the fundraiser request (by clicking on link in the email). (He/she may also open the request by navigating to the website and using “Search” to see and open the request.)
  - If the principal approves the fundraiser, then at the top-right section of the form he/she will change the status to the next stop in the forward progression and click save. The choice will be “Awaiting Assistant Supt. Approval” or “Awaiting Nutrition Approval” if food will be sold, served or delivered on campus property, Child Nutrition shall approve the request.
  - If the principal does not approve the fundraiser as submitted but wants the requester to make changes to it, then he/she will change the status to “Not Submitted” and click Save.
  - If the principal chooses to completely disallow it, he/she will change the status to “Denied” and click Save. A denied fundraiser cannot be revived and a new request must be initiated. In many cases, the previous option is preferred if changes can be made.

**Status = “Not Submitted:”** What happens next?

- If the principal has sent the request back down to the requestor (status = “Not Submitted”), the requestor shall make any changes or additions. This might include changing the dates, any elaborating on descriptions, adding or modifying attachments, or correcting any radio button selections. It could also require the food-related information.
- When ready to move on, the requester will click the “Submit for Approval” button.
- If the requester wants to cancel the fundraiser request, he/she can ask the business office to delete the fundraiser request.

**Status = “Awaiting Nutrition Approval:”** What happens next?

- If food will be sold, served or distributed on campus property, then it must route to the Child Nutrition department after the principal and before the assistant superintendent.
- This routing is accomplished by choosing “Yes” to the question “Will food be sold, served or distributed on campus?”

- Auto-generated email will be sent to principal and, nutrition staff will open the fundraiser request (by clicking on link in the email). Staff may also open the request by navigating to the website and using "Search" to see and open the request.
  - If the nutrition staff approves of the fundraiser, then at the top-right section of the form he/she will change the status to the next stop in the forward progression and click save. The choice will be "Awaiting Assistant Supt. Approval."
  - If the nutrition staff does not approve the fundraiser as submitted but wants the requester to make changes to it, then he/she will change the status to "Not Submitted" and click Save.
  - If the nutrition staff chooses to completely disallow it, he/she will change the status to "Denied" and click Save. A denied fundraiser cannot be revived and a new request must be initiated. In many cases, the previous option is preferred if changes can be made.

**Status = "Awaiting Assistant Superintendent Approval:"** What happens next?

- Auto-generated email will be sent to assistant superintendent.
- Assistant superintendent will open the fundraiser request (by clicking on link in the email). (He/she may also open the request by navigating to the website and using "Search" to see and open the request.)
  - If the assistant superintendent approves of the fundraiser, then at the top-right section of the form he/she will change the status "Approved" and click save.
  - If the assistant superintendent does not approve the fundraiser as submitted but wants the requester to make changes to it, then he/she will change the status to the next **lower** and click Save. He/she shall also communicate with the staff at that stage about what needs to be changed. It may need to go back one or two earlier steps if necessary.
  - If the assistant superintendent chooses to completely disallow it, he/she will change the status to "Denied" and click Save. A denied fundraiser cannot be revived and a new request must be initiated. In many cases, the previous option is preferred if changes can be made.
- If the requested fundraiser is approved, an auto-generated email will be sent to the original requestor and the bookkeeper or executive assistant at the school. The fundraiser may proceed.
- If the requested fundraiser is denied, an auto-generated email will be sent to the original requestor and the bookkeeper or executive assistant at the school. The fundraiser may not proceed.

**Status = "Approved:"** What happens next?

- The fundraiser may proceed.
- For activity fund fundraisers, once all deposits have been made and all bills have been paid, the financial recap should be done.
- Parent organization fundraisers do not undergo a financial recap.
- The campus bookkeeper or executive assistant will go to the fundraiser to request a financial recap to be done by the requestor:
  - Bookkeeper/executive assistant superintendent will open the fundraiser request by navigating to the website and using "Search" to see and open the fundraiser.
  - Bookkeeper/executive assistant will click the button "Request Financial Recap." The status will change to be "Awaiting Financial Recap."

**Status = "Awaiting Financial Recap:"** What happens next?

- Auto-generated email will be sent to requestor.
- Requestor will open the fundraiser request (by clicking on link in the email). (He/she may also open the request by navigating to the website and using "Search" to see and open the request.)
  - The form will ask some general questions
  - The requestor shall attach information supporting the results. At a minimum, a marked up general ledger showing relevant transactions.
  - The form will ask some financial questions:
    - Total collected at campus (and deposited)
    - Total that customers may have paid directly to the vendor(s)
    - Total revenue will be calculated
    - School payments to the vendor(s)
    - The profit (in dollars and percent of revenue) will be calculated
  - The requestor should comment on the actual profit, including an explanation if the profit differed from expectations.
- Requestor will click "Submit Financial Recap to Bookkeeper"
- The status will change to be "Awaiting Financial Recap. By Bookkeeper"

**Status = "Awaiting Financial Recap. Approval by Bookkeeper"** What happens next?

- Bookkeeper reviews the information
  - If it needs to be corrected, bookkeeper sends it back by clicking "Financial Recap Needs More Info"
  - Requestor will receive auto-generated email and shall make edits and re-submit to bookkeeper.
  - When requestor and bookkeeper are in agreement, bookkeeper shall submit the financial recap to the principal. Status will become "Awaiting Financial Recap Approval by Principal"

**Status = "Awaiting Financial Recap. Approval by Principal"** What happens next?

- Principal reviews the information
  - If it is acceptable, principal will click to show his/her approval. Status will become "Financial Recap Approved"
  - If it needs to be corrected, principal sends it back by clicking "Financial Recap Needs More Info"

**Status = "Denied:"** What happens next?

- Nothing. The fundraiser request cannot be edited or deleted. If the campus or requestor wants to resubmit a modified idea, a new fundraiser request should be started.

## Other Things to Know

### **Food Sold, Served or Distributed on Campus**

If you have questions about this section, please call Child Nutrition at 281-634-1855.

NOTE: Due to our health permit requirements, Child Nutrition needs to be aware that even if the food items are sold elsewhere, such as out in the neighborhood or if it is being distributed at a campus, Child Nutrition still needs to know about it. Typical examples are cookie dough and candy bars.

### **To continue or to review a fundraiser request: “Search Fundraisers.”**

Fundraiser requests can only be viewed by what your username and permission level allows.

Be aware that there is a filter for each school year, therefore, 2017-18 and 2018-19 will be presented at different searches; however, a filter may be used on a username.

Campus administrative staff shall make good use of filtering for various approval statuses.

From this screen, the current status of the request can be seen, and can click on the Item number at the left to view it and make changes (and then Submit) if allowed to do that.

### **Duplicate or Unneeded Fundraiser Requests?**

If the campus staff wants to cancel a fundraiser request, he/she can ask the business office to delete the fundraiser request.

# EXHIBIT E – Campus Tools and Financial Recap Process

## **Staff who cannot be a requestor:**

The flow of the recap system will stall due to internal logic problems. Someone else must be the requestor.

- Elementary School – Exec Assistant or Principal
- Middle School – Bookkeeper, Exec Assistant or Principal
- High School – Bookkeeper or Principal

## **Approvers – Do not deny a fundraiser request if it just needs modifications.**

Better to send it back to a lower level and ask for edits.

## **Watch out for duplicate fundraiser requests**

Duplicate fundraisers will accumulate. If detected, notify the activity fund staff in the business office to have the duplicate fundraiser deleted.

## **Duplicate fundraiser requests that have status of Approved or Denied cannot be deleted.**

See steps later in this document in the Financial Recap section.

## **What to do with changes in plans.**

- If the changes are material (i.e. adding food to the plan, making a significant change in date, revamping the event to have a different character or method).
- If the fundraiser has not yet been approved, it is possible for the item to be moved back downward to the campus to make those changes and then move it back along the approval route.
- If a fundraiser has been approved but the plan has a material change, may need to re-submit, and do a financial recap on the approved one.
- Don't worry about small changes in plans. Slight date changes (less than 3months), minor changes such as adding a new product to sell, etc.

## Financial Recap

Activity Funds only. Parent organization fundraisers do not need to have a financial recap done.

## **When to send out the request for a financial recap:**

When all deposits are posted and the bills are paid.

## **Attach backup support:**

Always have at least one attachment to the financial recap section of the page. At the very minimum, a marked-up general ledger showing the relevant transactions. The attachment should support the figures that were input to the basic questionnaire. The sponsor and bookkeeper should work together to determine the best attachments.

## **If the requestor's figures on the financial recap do not match those of the bookkeeper/secretary?**

The figures on the financial recap should take into consideration the revenue, any money deposited directly to the vendor, sales tax, webstore fees, etc. Differences between the sponsor figures and the bookkeepers figures, if any, should be worked out between the two before submitted to the principal.

**Duplicate fundraiser requests that have status of Approved**

If there are multiple copies of a fundraiser approved, go through the financial recap process completely for one of them. For the other(s):

- The bookkeeper/secretary will request the financial recap, and the sponsor will answer two questions on the Financial Recap, and then the bookkeeper/secretary can move it along to completion. This avoids any future concern that the endeavor took place but no one did the financial report.
- The sponsor will:
  - Click “No” to the question “Did this fundraiser take place?”
  - Type the reason “Why?” state “Duplicate item – see #xxxx

**If the fundraiser did not happen:**

Have the requestor fill out the financial recap. The requestor shall answer two questions:

The sponsor shall click “No” to the question “Did this fundraiser take place?” The requestor will then type a brief reason to answer “Why?” The requestor shall submit the recap for approval by the bookkeeper.

The bookkeeper will then submit this recap to the principal for final approval.