

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of Tazewell County School Division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or principal’s designee. Elementary school students may not participate in door-to-door solicitation. Students are not excused from class to participate in fundraising activities. No grade is affected by a student’s participation, or lack of participation, in a fundraising activity.

Each principal develops and maintains a list of all approved fundraising activities and reports all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically furnishes the School Board with an up-to-date listing of all fundraising activities being conducted in the school division.

Adopted: April 8, 2019

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.: JHCF Student Wellness  
JHCH School Meals and Snacks  
KJ Advertising in the Schools  
KGA Sales and Solicitations in Schools  
KMA Relations with Parent Organizations  
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

## FUND RAISING AND SOLICITATION

Fund raising for the purposes of this policy refers to the raising of non-appropriated money for the educational benefit of students and their individual schools. Fund raising efforts shall be authorized under conditions that do not conflict with the instructional program.

### **Fund Raising by Students**

#### A. Generally

Fund raising drives shall be limited to activities that support the educational goals of the individual school and the Tazewell County School System. Fund raising activities should be sensitive to community needs. All fund raising drives shall have specific goals and objectives that are shared with teachers, staff members and the community.

Fund raising activities by schools, school-sponsored organizations, or student groups that require and/or encourage students to sell or to solicit funds within the community must have the prior authorization of the principal under regulations approved by the division Superintendent.

No fund raising activity by a school, school-sponsored organization or student group may include any of the following prohibited elements:

1. The use of competitive-based cash or prize incentives for elementary students;
2. Door-to-door sales or neighborhood canvassing by students;
3. The use of instructional time to promote a fund raising activity. This restriction on the use of instructional time shall not apply to annual book fairs that are conducted under the supervision of a school's media specialist; or
4. Raffles or the sale of raffle tickets by students on school property.

#### B. Internal Fund Raising

Internal projects are those projects in which students are involved either within the school day or are scheduled before and/or after school. Projects in this category take place on the school premises or where a sanctioned school function is being conducted. The individual school principal may use his or her discretion in approving or disapproving internal fund raising projects.

#### C. Parent Organizations

The Tazewell County Public School system, parents, teachers, and the communities share a common purpose to provide ongoing support for public education. The Division welcomes and encourages efforts in support of individual schools, whether those efforts are demonstrated by the contribution of time and talents or by financial donations.

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Fund raising for the purpose of purchasing large capital items that are standard use for school buildings and grounds is the responsibility of the school division; however, it is not the intent of this policy to prohibit parent organizations from securing capital items for individual schools. Providing financial resources for the purpose of hiring staff and/or changing established curricula is beyond the scope of responsibility for parent-teacher organizations and members of the community at large.

The guidelines listed below address the selling of products or funds generated using school-supported organizations' names, individual school names, or activities involving students and faculty.

1. Each parent organization shall provide the principal with its constitution, a current set of by-laws, and list of officers.
2. When feasible, each parent organization shall submit to the principal a plan for the organization's activities for the year. The principal will provide the division superintendent with a copy of said plan. Fund raising activities must be submitted to the principal for approval prior to the initiation of the activity.
3. Proposed annual plans, projects, or activities should be evaluated and promoted in the light of their contribution to the total program of Tazewell County Public Schools. Approval for fund raising by parental support organizations will be based on need for the funds, the type and quality of merchandise or services offered, the frequency of fund raising activities, and other criteria deemed appropriate.
4. The school principal or designee shall serve as an ex-officio member of the governing boards of the parent organizations.
5. Organizations shall keep accurate and complete records of each fund raising activity in accordance with generally accepted accounting practices, recording net receipts of each activity, keeping a current balance of all monies, and submitting an annual report to the principal by October 1 of each school year.

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6. Any plan to expand, modernize, renovate, or otherwise affect the maintenance and operation of school controlled or owned property and equipment must be presented to the School Board by way of the division superintendent for approval. The plan must be submitted to the Board prior to any public announcement of the proposed project. Upon Board approval, the Director of Maintenance will be assigned to work with the organization and to supervise the project.
7. The principal or designee must be consulted concerning purchases for the school. All equipment placed in the schools by parent organizations shall become the property of the school division.
8. In the event the organization ceases to function, all assets not obligated will be dispensed according to the by-laws of the individual organization.
9. If a nonschool organization conducts fund raising activities involving student participation, all provisions of the policy, Fund Raising and Solicitation (JL and JL-R), are applicable.
10. These regulations apply to athletic, arts, and academic booster organizations, parent-teacher associations, parent support organizations, and other groups that become involved with fund raising activities for the Tazewell County Public Schools.