

**RINGLING PUBLIC SCHOOLS**

**FJ**

***FUNDRAISING BY IN-SCHOOL ORGANIZATIONS***

The Ringling Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the Superintendent.
2. Submit a list of sources for the fundraising to the Superintendent.
3. Obtain approval for the project from the Board of Education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the Board that should remain the property of that group organization. Only the Superintendent or the Superintendent's designee can approve expenditures out of the activity fund.
5. Students will not participate in door-to-door solicitation of funds under any circumstances.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.
7. Fundraiser Exemptions

A school district that wishes to conduct fundraisers exempt from the Smart Snack rules must adopt a written policy which shall provide for the following:

- a. Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintain up-to-date documentation regarding each exempt fundraiser held at the school site. Refer to page CM-127 for an example of the School Organization Fundraising Form that schools may use.
- b. A limit of 30 exempt fundraisers per semester may be held at each school site, (Vending machines, snack shops and student stores are all considered fundraisers.)
- c. Exempt fundraisers are prohibited from taking place while meals are being served to students under the NSLP or the SBP and while after-school snacks are being served to students under the ASSP.
- d. The maximum duration of any individual exempt fundraiser shall be 14 days.
- e. For each individual exempt fundraiser, documentation must be kept on file at the school site showing:
  - (1) The school organization, activity, class, or other group that benefits from the fundraiser.
  - (2) The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.

A school site is not authorized to conduct or all w any exempt fundraisers unless the school district has adopted a written policy that meets these requirements. All competitive foods sold in a school district that does not have such a written policy must meet the nutritiunal \guidelines under Smart Snacks.

**School Organization Fundraiser Fund**

**\*\* All fundraisers must be approved by the Smart Snack contact person before it begins\*\***

Form must be filled out by the organizations's sponsor/teacher

School Site \_\_\_\_\_

Number of exempt fundraisers per semester at this school site: \_\_\_\_\_  
*A limit of 30 exempt fundraiser per semester may e held at each school site.*

Name of Organization: \_\_\_\_\_

Proposed Fundraiser: \_\_\_\_\_

Purpose for the Fundraiser: \_\_\_\_\_

Dates Requesting Fundraiser: \_\_\_\_\_

Has the fundraiser been approved by the Sponsoring Organization? Yes \_\_\_ No \_\_\_

Does this fundraiser have food items? Yes \_\_\_ No \_\_\_

\*If yes, please verify below:

1. I certify that my fundraiser will not operate on the school campus during breakfast, lunch , dinner, or when after-school snack is being served.
2. I cerfity my fundraiser will not operate more tha 14 school days.
3. I certify that my organization will proved documentation to the school of the food products sold to the students from midnight to thirty minutes after school ends.

Signature of the Organization's Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Principals Signature of Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature of Smart Snack School Contact Person ( if different from principal)

Date: \_\_\_\_\_