

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 1/5/79

REVISED: 9/13/95

SUBJECT: Fund-Raising Activities

PAGE: 1 of 2

All fund-raising activities sponsored by the County Superintendent of Schools and/or the County Board of Education must be approved by the County Superintendent of Schools or his/her designee in advance and must be consistent with the mission and goals of the San Diego County Office of Education.

All requests for approval of a fund-raising activity must be in writing and shall contain:

1. Purpose of the fund-raising activity.
2. Sponsoring employee(s) shall obtain the following approvals:

<u>Fund-Raising Goal</u>	<u>Approval Requirement</u>
Under \$1,000	Direct Supervisor and Section Director
\$1,000 - \$5,000	Division Assistant Superintendent
Over \$5,000	County Superintendent of Schools or his/her designee

3. Types of activities necessary to conduct the fund-raising activity.
4. Duration time for completion of the fund-raising activity.
5. Summary of activities on completion of the fund-raising activity.

If the event involves a contract with a commercial vendor, the contract shall be reviewed by the County Superintendent of Schools or his/her designee and shall have the express written consent of the County Superintendent of Schools.

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 1/5/79

REVISED: 9/13/95

SUBJECT: Fund-Raising Activities

PAGE: 2 of 2

Activities which have individual profit as a motive shall not be sponsored by the County Superintendent of Schools. The sale of a student product is acceptable if the benefit accrues to the total student body and not to the individual student. No student shall be involved in more than two (2) fund-raisers each school year. No more than two (2) fund-raisers shall be held on any school site during any one (1) school year.

All funds associated with activities of the County Superintendent of Schools shall be deposited, accounted for, and disbursed by the Internal Business Services Section in accordance with established approval procedures. Material costs paid from public funds are to be recorded and reimbursed upon the sale of the product.

In order to minimize interruptions to regularly scheduled instruction or work periods, employees shall schedule fund-raising activities after the instructional day for students or on nonwork time for employees.

Staff members shall not use their status as employees of the County Superintendent of Schools to secure information such as names, addresses, and telephone numbers for use in fund-raising activities.

Board Policy No.: 3240

Derivation: Former Administrative Regulation No. 3566, Adopted 1/5/79, Renamed and Amended 4/8/92. Amended and Renumbered 3240, 9/13/95.

**Legal Reference: Education Code
51521
Government Code
8880 - 8880.5**