



*FUNDRAISING
PROCEDURES
AND POLICIES*

***1. ACLU
Rules
2. Forms***

Chapter 7

FUNDRAISING PROCEDURES AND POLICIES



SUMMARY OF THE “ACLU” RULE

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity.

This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity.

The right of free access also prohibits mandated purchases of materials, supplies, equipment or uniforms associated with the activity, as well as the payment of security deposits for access, participation, materials or equipment.

Finally, a process that allows for a waiver process for an otherwise mandatory fee, charge or deposit does not render it constitutionally permissible.

EXCEPTIONS: PERMISSIBLE MANDATORY FEES/ CHARGES / DEPOSITS

The following are specific exceptions to the prohibition on fees, charges and deposits at the kindergarten through 12th grade level (some legal provisions related to child care programs and adult education are not listed here). These fees, charges and deposits are legally permissible because they are specifically permitted by law. (Note: This list is based on legal authorizations, but the inclusion of a permissible fee, charge or deposit on this list does not necessarily mean that District schools currently assess the fee, charge or deposit). The following fees, charges and deposits are permissible:

1. Charges for optional attendance as a spectator at a school or district sponsored activity. (Hartzell, 35 Cal.3d 899, 911, fn. 14).
2. Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law. (Education Code 38083 and 38084).
3. Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000 (Education Code 19910-19911 and 48904).
4. Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities.



VOCABULARY

WORDS TO USE

DONATION

CONTRIBUTION

VOLUNTARY

OPTIONAL

WORDS NOT TO USE

FEE

PAYMENT

CHARGE

REQUIRED

FUNDRAISING

As with donations, school districts, schools, programs and classes can and do engage in fundraising activities and programs - and this practice is also permissible as long as the raising of funds is voluntary. **A student who is asked to - but does not raise funds may not be denied participation in an educational activity.** A requirement to raise funds in order to participate, even if there is no mandated amount to be raised, is the same as requiring a fee.

The prohibition on the requirement for an individual student to raise money is to be distinguished from a requirement to attend a fundraising event as an element of participation in an activity, in the same way attendance at practices, games, rehearsals or performances are an expected aspect of participation. **For example, expecting the members of a vocal ensemble to attend a fundraising concert that is on its calendar of events does not violate the “free school” guarantee, so long as attendance is the only requirement.** Another example is when members of an athletic team are expected to help out with a requirement. Another example is when members of an athletic team are expected to help out with a fundraising sale at a Back to School Night or Open House - just as a coach can expect players to attend practices and games, he/she can expect players to attend a fundraising event as long as the requirement is to attend rather than to raise money as a condition of participation in the activity program .



FREQUENTLY ASKED QUESTIONS

1. May a school still receive donations from parents and guardians?

Yes - School districts, schools, programs, and classes can and do seek and accept donations of funds and property, and this practice is permissible as long as the donation is truly voluntary and is in no way a prerequisite to participation in the program or activity ... Donations cannot be made for a specific student; instead, they are made to a school or program. For example, if a person wished to donate to their school's cheerleading program, they can donate to the cheer program or to the cost of cheer camp - but not for a particular cheerleader.

2. May a school still fundraise?

Yes - School districts, schools, programs and classes can and do engage in fundraising activities and programs, and this practice is also permissible as long as the raising of funds is voluntary. You may require students to attend a fundraising event; however, if they are unable to raise funds for the event, you cannot prevent them from participating in an educational activity. Also, attendance at a fundraiser can be required if it is a team or club even. Penalties for non-attendance would be similar to those imposed for failure to attend any other team or club even (e.g. sitting out a game, etc.).



3. May a school charge fees for uniforms for a team sports?

No - a school must provide a free uniform to any student who is a member of the school team- in -question. You can allow students to purchase their own uniforms if they want to purchase uniforms if they want to purchase uniforms; however, buying a uniform cannot be a requirement to participate in a sport.



4. May a school require team members to purchase Spirit Packs?

No - Spirit packs may be sold; however, a school cannot require a student to purchase a spirit pack as a prerequisite to participate in a sport. If there are practice uniforms, etc. which are required, they must be provided free of charge to any student who is a member of the school team in question.

5. What if a school only charges fees to those students who can afford them; and has a waiver process for those who can't?

No - a waiver process based on financial need or inability to pay does not make an otherwise non-permissible fee permissible.



6. Can a team require an athlete to attend a car wash fundraiser?

Yes - A student may be required to attend a car wash fundraiser. However the student is not obligated to sell a minimum number of pre-sale tickets or donate a certain amount of money.

B H S Fundraiser Approval Form

REMEMBER....All Fundraisers in which students are involved MUST go into the ASB account.

Today's Date: _____

Time: _____

The _____ would like to get approval from ASB to run the
club/activity/sport/team
following fundraiser:

FUNDRAISER:

Date to Begin: _____

Date to End: _____

Advisor/Coach Signature:

President/Captain Signature:

Approved and Recorded by:

Activities Director: _____

ASB Vice President: _____

Funds raised will be put into the following account: Booster _____ ASB _____

Only fill out this portion if funds are going into the ASB Account

Vendor: _____

of Items : _____ Cost per item: _____

Other Fundraising Expenses: _____

Total Cost of Fund Raiser: _____

Total Sales Projected: _____

Total Profit Projected: _____

If you need any more purchase orders for this event, please make sure to get them to the Finance Office PRIOR to purchasing any items. Once your fundraiser is complete, we will need to fill out a form with the total profit from your fundraiser.

Name and E-mail of person requesting:

Name: _____ E-mail: _____

BONITA HIGH SCHOOL ASB CLASS/CLUB DEPOSIT SLIP

ACCOUNT
NAME: _____

DEPOSITED BY: _____

DATE: _____

Please convert coins to cash or check.

NO.		DOLLARS	CENTS
	\$100.00		
	\$ 50.00		
	\$ 20.00		
	\$ 10.00		
	\$ 5.00		
	\$ 1.00		
	\$.25		
	\$.10		
	\$.05		
	\$.01		
	TOTAL CASH		
	CHECKS		

TOTAL _____

Please indicate how these funds were generated.

Booster Club Guidelines for Coaches & Team Parents

Making Deposits

- Deposits for your sport are your responsibility to make.
- Checks are to be made payable to "BHS Boosters".
- Please attach the yellow carbon copy of your deposit slip and the bank's "Deposit Receipt" to the Boosters "Deposit Form". You can mail your deposit forms to the Booster PO Box, put them in the Boosters Box at BHS, or bring them to the Booster meetings and give them to the Treasurer. (*see below*)
- Be sure to keep copies for your records.
- You will be notified of any "returned checks" and your accounts will be debited for the amount and any bank charges.
- All deposits will be verified and posted to your account once the Treasurer receives the above noted items. If you make a deposit and do not supply the treasurer with a copy, your account WILL NOT be credited.

(Deposits received by the bank without the proper paperwork to the Treasurer will be posted to the General Fund until paperwork is received. **Keep your copies!**)

Check Requests

- Make sure to complete the entire "Requisition Form" before submission.
- Make sure to attach a copy of all invoices and fully describe the item or service that needs to be paid.
- You will need to gather three signatures on each request... The AD's, the Coach's, and the Parent Rep's. The Booster President will review and sign the form once it is complete and satisfactory.
- Checks cannot be processed without all four signatures.
- Check requests can be mailed to the Booster PO Box, put in the Booster Box at BHS, or brought to the Booster meetings for processing. (*see below*)

All forms will be collected on Thursday of each week from both the Booster PO Box and the Booster Box at BHS. All checks will be written by the Monday following pick up. Certain, limited, exceptions can be made by contacting the Treasurer. (*see below*)

Wells Fargo Bank
Corner of Foothill and Wheeler
Von's Shopping Center

Bonita Boosters
PO Box 8002
La Verne, CA 91750

Treasurer
Wayne Hurley
(909) 596-8100 Ext. 929
HurleyPlanning@aol.com

Bonita High School – Athletic Boosters Requisition Form

Date: _____

Account Name: _____

Amount of Check: _____

Make Check payable to: _____

Address: _____ Zip _____

Description of items or services to be purchased:
(Please attached receipts)

"Please keep a copy for your records."

All signatures, below, are necessary before a check can be written.

Approved by: _____

Coach

Athletic Director

Parent Rep

Booster Club President

Bonita High School Booster Club "Deposit Form"

Account Name: _____

Deposited By: _____

Date: _____

Checks Listed (Please include Check No., Name and Amount) :

Check No.	Name	Amount	Check No.	Name	Amount
1.	_____	_____	11.	_____	_____
2.	_____	_____	12.	_____	_____
3.	_____	_____	13.	_____	_____
4.	_____	_____	14.	_____	_____
5.	_____	_____	15.	_____	_____
6.	_____	_____	16.	_____	_____
7.	_____	_____	17.	_____	_____
8.	_____	_____	18.	_____	_____
9.	_____	_____	19.	_____	_____
10.	_____	_____	20.	_____	_____

Total Check Amount: _____

	x	100		
	x	50		
	x	20		
	x	10		
	x	5		
	x	2		
	x	1		
Total Cash		\$		

DOLLAR CENT

\$ _____
Grand Total of Check and Cash Deposit

PLEASE INDICATE HOW THESE FUNDS WERE GENERATED:

Treasurer's Initials: _____

Rep's Initials: _____