

Pataula Charter Academy and Spring Creek Charter Academy Fundraising Policy

Purpose:

The purpose of this policy is to provide guidelines for Fundraising and to ensure that fundraisers are reasonable and in keeping with a healthy school climate, do not detract from student learning, and do not become overly burdensome on students or families.

Policy Statement:

It is the policy of the Pataula Charter Academy, Inc. Governing Board to support fundraising activities and to establish fundraising guidelines and expectations to ensure that all PCA and SCCA Fundraisers are of appropriate content, fairly distributed, scheduled to achieve minimal burden on the parent's, and achieve maximum profitability. As such, PCA and SCCA shall ensure the following:

1. Fundraiser Guidelines and Expectations:

- A. Fundraisers must have prior approval in accordance with this policy;
- B. Fundraisers must adhere to all guidelines in this policy as well as the fundraising section of the Community Relations Policy;
- C. Funds must be handled in accordance with PCA/SCCA Finance Policies;
- D. Fundraisers must be consistent with state and federal law;
- E. Fundraising must not detract from student learning;
- F. Classrooms may only host fundraisers in support of their field trip during the school year in which the field trip is scheduled;
- G. Any raffle request of any kind must include a copy of the State Required Raffle Approval Letter which can be requested free of charge at the Sheriff's office in Morgan, Georgia;
- H. The person who initiates the fundraiser is solely responsible for the fundraiser financially and otherwise.
 - Should records not match up with the amount of money turned in the person responsible for the fundraiser is solely responsible for replacing the missing money;
 - Should the fundraiser involve hosting an event the person responsible for the fundraiser is solely responsible for ensuring that the venue is fully cleaned and restored to the condition it was in before the event.
- I. A conversation with the principal does not bypass the need to follow any of these steps before beginning a fundraiser; and
- J. The sale or consumption of alcohol at school-sponsored events is not allowed.

2. Initiation of a Fundraiser

Any Governing Board Member, Administrator, Certified Teacher, PTO Officer, Athletic Booster Club Officer, or Grandparent's Club Officer wishing to initiate a fundraiser must first get approval from the Principal.

To request approval for a fundraiser the individual must complete the Fundraiser Request Form and return the form to the Principal for his/her approval.

In making the decision for final approval the Principal will take into consideration the following:

- Ensuring that the Fundraiser meets the guidelines and expectations listed above;
- The amount and type of fundraisers already approved for the time period of the requested fundraiser. (This is to ensure fair distribution and maximum profit for each approved fundraiser);
- The reason the fundraiser is needed;

- The amount of money needed;
- The time frame in which the money is needed; and
- The content of the fundraiser including any potential liability issues for the intended participants;
(Superintendent and possibly Board approval should be sought if the Principal or Superintendent feels there are risks related to the fundraiser.)

3. Implementation of a Fundraiser

Once the Principal approves a fundraiser he or she will return a signed copy of the Fundraising Request Form to the individual initiating the fundraiser. Only after the approval form is received shall the fundraiser begin.

Amended: 11/27/17

Amended: 3/18/19