

REVENUES GENERATED FROM SCHOOL OR DISTRICT ACTIVITIES AND FUNDRAISERS- Regulation

This regulation is written to assist principals, teachers, and staff, in administering the Board of Education Policy DFG, Revenues Generated from School or District Activities, and Fundraisers.

General Terms

1. All school fundraisers must be approved by the Office of Volunteer Services.
2. All school fundraisers will have prior written approval from the Principal.
3. The Principal of the school is responsible for the accountability of revenues and expenditures of fundraisers associated with their school.
4. All funds generated by the activity will be collected by the school and deposited into the School and Student Activities bank account to be used for the specified purpose.
5. All non-payroll expenditures will be charged to the School and Student Activities account (chartfields).
6. All payroll expenditures will be paid through the District's payroll department and will be charged to the School and Student Activities account.
7. A Rental Agreement will be required only when the school or District contracts with a non-employee, independent contractor, a separate business, or a non-District organization to run the fundraiser.
8. All fundraisers that are athletic events will follow all Colorado High School Athletic Association (CHSAA) rules and regulations.
9. The District will provide insurance coverage for liability, workers compensation and errors and omissions for each District employee working a District sponsored fundraiser activity.
10. Sales tax collection and remittance is the responsibility of the Principal or designee.
11. The activity facilitator will complete a Revenues Generated by School or Student Activities Reconciliation Form (DFG-E) and submit it to the principal within thirty days of completion of the activity.
12. The Revenues Generated by School or Student Activities Reconciliation Form (DFG-E), when completed, will be filed in the school office and kept for 3 years plus the current school year.

Adopted: August 2002
Reviewed: October 5, 2012
Revised: June 10, 2015
Revised September 14, 2016

CROSS REF.: DFG, Revenues Generated From School or District Activities and Fundraisers
DFG-E, Revenues Generated From School or District Activities and Fundraisers Reconciliation Form – Exhibit
JQ, Student Fees, Fines and Charges
KF, Community Use of District Property (for Non-District Use)
KHA & KHA-R Solicitations in Schools/Departments
KJJ, Relations with Community Fund-Raising Groups