Department of Fiscal Services

Recommended Criteria for Evaluating Proposed Fundraising Activities

The following criteria should be considered when evaluating any proposed fundraiser or fundraising activity:

Student involvement

Students may not be used to sell products or solicit contributions on behalf of a school-sponsored fundraiser (see Board Policy and Superintendent’s Rule 3125, School Activity Funds and Board Policy and Superintendent’s Rule 4104, Technology Acceptable Use Policy for Employees and Approved Non-Employees). An exception may be granted for approved community service oriented fundraisers for an outside charitable or non-profit organization.

Activities

1. Any activity or event held as part of a fundraiser must be open to all students and participation by students and staff must be voluntary.
2. The activity or event may not be held during regular school hours (i.e., must be held after school).
3. The activity shall not involve physical competition between students and faculty.
4. The activity must not place undue burden on students or staff.
5. The activity or event must be designed to benefit students in educational, civic, social, or ethical development.
6. Any outside organizations involved in the activity shall provide copies of proof of insurance (i.e., liability or workers’ compensation) and have it reviewed by the Office of Risk Management.
7. All technology donations/purchases must comply with the list of materials approved by the Department of Technology.

Sponsoring Organizations

1. All organizations conducting fundraising activities shall agree to abide by Board of Education policies and Superintendent’s rules.
2. Fundraising organizations and activities require the written approval of the principal before citing an affiliation with Baltimore County Public Schools or any individual school.
3. All organizations must provide reports to the principal on the results of the fundraising activity upon its completion.
4. Principals must verify the legitimacy of the fundraising organization or Web site by obtaining at least two references from other schools, or school systems, or governmental organizations that have previously used the fundraising activity.
5. Student names and photos may not be collected or used by any fundraising organization.
6. Fundraising proceeds and donated materials may only be use for the express purpose approved in the original proposal.

Fiscal Issues

1. Only contracts or agreements approved by the BCPS Law Office should be used.
2. Profit to the school from a fundraiser should be at least 20% of sales.
3. Schools should consider whether sales can be effectively monitored to ensure all profits can be accurately determined and received.
4. Caution is urged for Internet based fundraisers because of the limited ability to monitor sales and or profits.
5. Do not agree to any required minimum amount of sales.
6. Avoid piloting unproven fundraising programs.
7. Cost of participation in the activity must be nominal.
8. Fundraising proceeds and donated materials may only be deposited in the school bank account or delivered to the school’s physical address.
9. **Funds shall contribute directly to the educational experience or morale of the students and are not to be posted to discretionary accounts.**
10. Only school principals and/or bookkeepers/administrative secretary III's may release school checking account information, to the fundraising company, for the purpose of electronic transfers in or out of the school checking account. Checking account information may not be released to teachers and other BCPS staff.