

CROWN POINTE ACADEMY FUNDRAISING ACTIVITIES PROCEDURE

The intent of this procedure is to encourage all Crown Pointe Academy community organizations to engage in fundraising activities to support school based activities. This will outline the rules & guidelines that must be followed to engage in fundraising activities to avoid duplication, to minimize the number of fundraising activities in progress at any one time, and to inform the CPA Community of the upcoming events and who they support.

All organizations, including the Parent Teacher Association (PTA), who are interested in fundraising, must submit the form, Request for Approval - Fundraising Activity. The form must be detailed and complete upon submission. The form must be submitted to the Front Office at least 4 weeks prior to the event for review.

Organizations which have traditionally run specific fundraisers each year in the past will be required to submit the Request for Approval - Fundraising Activity form annually for approval. There should not be any expectation that a fundraiser held one year by an organization will automatically be approved for the following year.

The Request for Approval - Fundraising Activity form must contain the following information:

- Organization requesting the activity
- Activity Description
- Expected Revenue
- Expected Costs
- Date(s) event will be held
- Description of what funds will be used for
- Sponsor(s) Name & Contact Information
- Total Revenue needing/wanting to be earned for school year (not required for PTA)

All requests will be reviewed by the Crown Pointe Academy Fundraising Committee. The Committee will consist of a minimum of three members which include the Director and an Academy Board member. The Committee will meet at least monthly to review any new submissions. A designee from that Committee will provide notification of the activity approval/disapproval within one (1) business day of Committee review.

If the activity is approved, the Committee shall be responsible for adding the event to the Master Calendar, and inform the CPA Community through the bi-monthly school update. Copies of the signed Request for Approval - Fundraising Activity form will be provided to the activity sponsor(s), the Administrative Secretary and the front-office personnel.

Additional Fundraising Guidelines:

- Students may not engage in sales or solicit funds or anything of value for any purpose in any street, alley, park square or other public place or engage in house-to-house sales or canvassing without being accompanied by a parent, guardian, or fundraising activity sponsor.
- No organization may conduct a raffle of any kind (including 50/50) as a fundraising activity.
- No fundraising activity will be conducted in a manner that violates state law or local ordinance.
- Fundraising activities should be for the benefit of the school or a particular group of students within the school.
- No employee or member of the sponsoring parent or community group shall directly or indirectly profit personally, either directly or indirectly, from a fundraising activity.
- A fundraising effort that requires after-school use of a school building must have a CPA Facility Use Form completed; payment for such use can be made from fundraising proceeds.
- Instructional time shall not be used for any fundraising activity.

FUNDRAISING ACTIVITIES POLICY AND PROCEDURES

Fundraisers which occur during the year which are not designated to an organization will have all funds applied to the General Fundraising Account. Any group or individual that has an unplanned, unexpected, or unbudgeted event that would like to request funds from the General Fundraising Account will need to submit the form, CPA Request for Funds, to the Fundraising Committee. The Committee will meet monthly to review any new submissions. A designee from that Committee will provide feedback on the request within one (1) business day of Committee review.

The CPA Request for Funds form must contain the following information:

- Person/Organization making the request
- Amount Requested
- Reason for request
- Date funds needed by
- Detailed explanation supporting the need for this request
- Signature of requester