

Fund-raising in the Chandler Unified School District (CUSD)

Guidelines:

Activities that are done for the purpose of fund-raising must be initiated, sponsored, and recorded by one of the following:

- 1) A Chandler Unified School District (CUSD) **authorized student activity club**. Receipts and expenditures must be recorded in a CUSD Student Activity Club account. Refer to the CUSD Student Activity Manual.
- 2) A CUSD **recognized parent support organization**. Receipts and expenditures must be recorded in a parent organization checking account.

Student activity club Fund-raisers

1. Fund-raisers that are sponsored by a CUSD Student Activity Club must follow CUSD policy JJE (see Appendix) as well as accounting procedures outlines in the CUSD Student Activity Manual.
2. The Fund-raising Authorization and Approval Form must be completed, signed by the club sponsor and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.
3. Fund-raising efforts should not begin until the fund-raiser has been officially approved by the Assistant Superintendent for Elementary or Secondary Education.

Note: Fund-raising activities by Student Activity clubs that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited. Students are not allowed to participate in any raffle or gambling-type fund-raiser. (See Raffle and Bingo Policy and Legal Opinion of Bill Sims in the Appendix.)

Parent support organization fund-raisers

1. Fund-raisers coordinated by a parent support organization may involve:
 - a. Parents/boosters only—requires Fund-raising Authorization and Approval Form signed by organization President and site Principal
 - b. Parents/boosters and student body (but not a specific Student Activity club)—requires Fund-raising Authorization and Approval Form signed by organization President and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.
 - c. Parents/boosters and specific Student Activity club—requires Fund-raising Authorization and Approval Form signed by the club sponsor and organization President and approved by both the Principal and Assistant Superintendent for Elementary or Secondary Education.

Note: When parent support organizations and Student Activity clubs are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The principal or designee is responsible for determining that effort and related allocation. (This allocation is not required when a fund-raiser involves parent support organizations and the student body, but not a specific club.)

If a Student Activity club has not already been established for a particular extracurricular activity/sport, then one must be established according to guidelines provided in the Student Activity Manual. Please contact site administration or the high school bookstore manager for a copy of the Student Activity Manual.

2. Fund-raising efforts involving students should not begin until the fund-raiser has been officially approved by the Principal and Assistant Superintendent for Elementary or Secondary Education.