

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries:	ABA, ABA-RC, BBB, CNA, CNA-RB, CND, CNE, DDA-RA, DJA-RA, DJA-RB, ECN, FFA, FFA-RA, IGK-RC, IPD-RA, JFA-RA, KEA-RA, KGA-RA
Responsible Office:	School Support and Improvement Chief Operating Officer
Related Sources:	<i>Annotated Code of Maryland</i> , Business Regulation Article, § 6-101; Criminal Law Article, § 13-1803, § 13-1813; <i>Montgomery County Code</i> , §30-4(b)

School-Related Fund-Raising

I. PURPOSE

To outline procedures for school-related fund-raising activities in or on behalf of Montgomery County Public Schools (MCPS) that safeguard instructional time, maximize the safety of students, support a common educational experience for all students, and include appropriate accountability provisions

II. DEFINITIONS

- A. *Parent and community groups* include, but are not limited to, Parent Teacher Associations, Parent Teacher Student Associations, foundations, and booster clubs.
- B. *School-sponsored* means any activity that has a staff member assigned as an agent of the school, and has been approved by the principal and/or an associate superintendent within the Office of School Support and Improvement (OSSI).

III. PROCEDURES

- A. Approval
 - 1. Any fund-raising activity by MCPS, schools, or school-sponsored groups must be approved before being scheduled, advertised, or conducted.
 - a) Principals or their designees approve fund-raising activities conducted by their school or school-sponsored groups.

- b) The associate superintendent within OSSI approves fund-raising activities conducted by multiple schools or countywide student organizations.
 - c) The chief operating officer approves fund-raising activities conducted by MCPS employee groups.
2. All fund-raising activities by schools or school-sponsored groups must have an MCPS staff sponsor.
- B. Promotional Materials
1. Promotional materials for fund-raising activities by schools or school-sponsored groups must include the following statement: “These products or services are neither sponsored by nor endorsed by the Montgomery County Board of Education (Board), the superintendent of schools, or this school.”
 2. Distribution of promotional materials must be conducted in compliance with Board Policy CNA, *Informational Materials and Announcements*.
- C. Student Participation and Student Safety
1. No student will be compelled to participate in or contribute to any fund-raising activity.
 2. In the interest of student safety, fund-raising activities are not to include residential door-to-door or street median sales by any students.
 3. Adult supervision appropriate to the age of the students must be provided for fund-raising activities involving students.
- D. Use of Instructional Time
1. Any use of instructional time for fund-raising activities must be consistent with instructional purposes.
 2. Parent and community groups will plan and supervise all fund-raising activities sponsored by these organizations, and, specifically, handle the daily collections of sales to avoid using or impacting instructional time, either directly or indirectly.

E. Charities

Schools or school-sponsored groups may raise funds or collect donations for charitable purposes.

1. Staff sponsors must verify the legitimacy of the charity and its intended beneficiaries.
2. A principal may deny a school or school-sponsored fund-raising activity that does not meet the requirements of this or other MCPS regulations or Board policies. The decision to permit or deny fund-raising for a charitable cause may not be based on the point of view of the charitable organization.

F. Accountability

1. Monies collected by schools or school-sponsored groups through fund-raising activities are to be deposited in the school's Independent Activities Fund and managed according to MCPS financial procedures.
2. Schools and school-sponsored groups are responsible for providing appropriate accounting regarding the collection and disbursement of funds.
3. Promotional materials must clearly state the purpose for which funds are being raised, and all net proceeds from fund-raising activities must be disbursed for the purpose for which they were collected and in accordance with established policies and procedures. It is suggested that promotional materials name a secondary beneficiary of the funds in the event that funds are raised in excess of the targeted amount.

G. Coordination with School Leadership

To facilitate coordinated efforts toward shared goals, the leadership of any parent or community groups raising funds on behalf of a school or group of schools must coordinate with the principal(s) in advance to make certain that purposes for which the funds are to be raised are consistent with Board Policy CND, *School-Related Fund-Raising*, and that fund-raising activities do not interfere with the instructional program or previously planned school-sponsored fund-raising activities. The principal will be responsible for informing the leadership of the parent or community group(s) when he/she feels the activity is not appropriate.

H. Purchase of Materials or Equipment and Acceptance of Donated Items

1. The guidelines established by the Division of Procurement must be followed whenever a school's independent activity funds are used to purchase materials and equipment.
2. Procedures for accepting donated items are described in MCPS Regulation DJA-RB, *Purchases of Materials and Equipment Using Nonappropriated Funds and Acceptance of Donated Items*.
3. The Board establishes its process for accepting non-Montgomery County Government funds for improvements that qualify as capital improvements in Board Policy CNE, *Facility Improvements That Are Not Funded With Montgomery County Revenues*.

I. Gaming Activities

1. Parent or community groups planning to conduct gaming activities, such as bingo or raffles, on behalf of MCPS shall obtain and display the appropriate license or permit, as required by Maryland law.
2. No school or school-sponsored groups may conduct gaming activities, such as raffles or bingo, that require a license or permit.

Regulation History: New Regulation, June 20, 2013; revised December 20, 2013.