

FUND RAISING

ADMINISTRATIVE REGULATION

1241

Student Safety

All requests and plans for student participation in school fund raising must receive prior review of the Principal to guarantee adequate supervision of students is provided, and that all factors affecting student safety have been identified and assessed. Final approval of student participation in fund raising and planned student safety considerations is provided by the Principal.

Student participation in school fund raising activities shall be supervised and monitored by school staff members designated by the Principal.

Collaboration with Non-Student Organization

Students, and non-student organizations, may request to participate in joint projects with the proceeds being allocated proportionately between the parties based upon the proportion of effort devoted by each participating party. The determination of whether students, or a student organization, will participate in a project with a non-student organization shall be made by the school Principal. The Principal shall determine what proportion of the total project will consist of student efforts. Thus, of the total funds raised by a joint project, those funds attributable to the efforts of the students are student activities funds.

Student Activities Monies (Arizona Revised Statute 15-1121. Student Activities

Monies Defined)

All monies raised with the approval of the Governing Board of the District by the efforts of students in pursuance of, or in connection with, all activities of student organizations, clubs, school plays or other student entertainment are student activities monies.

Monies contributed to the student activity fund of a particular school, regardless of source, are subject to control and audit by the District.

The Governing Board shall appoint a student activities treasurer who will deposit all student activities money in a bank account designated the student activities account. Disbursement from the student activities account shall be by check signed by the student activities treasurer and one other person authorized to sign by the Governing Board in accordance with Arizona Revised Statute §15-1122, Student Activities Treasurer. Any disbursement shall be authorized by, and on behalf of, the student members of the particular club or organization as provided in the Uniform System of Financial Records.

All records shall be kept in such form as prescribed by the Governing Board and copies of the records shall be presented to the Governing Board not less than once during each calendar month in accordance with Arizona Revised Statute §15-1123A, Record of Revenues and Expenditures.

Student activities fund monies may be invested by the Governing Board or its designee. All monies earned by investment shall be credited to the student activities fund. No charge is made against the student activity funds for facilities furnished by the District or for the time of personnel involved in handling the activity program.

Use of District Time

District employees may not use District paid duty time during their normal workday for fund raising.

Student instructional time may not be used for fund raising.

Student Participation

Students shall not solicit merchandise from merchants for fund raising activities, engage in door-to-door solicitation, or, appear in shows staged for fund raising purposes unless all rehearsals are conducted outside of school time.

Raffles

Raffles, lotteries and games of chance are considered forms of gambling; therefore, such activities are not permitted as a fund raising activity. Tickets for raffles or door prizes cannot be sold. No raffles, lotteries, or games of chance may occur on District property.

Advertising

All advertising, notices, and communications for fund raising, which are distributed at schools, departments, or sites, require prior approval of the Principal, or supervising administrator.

Use of District Mail and Electronic Communication

All use of District mail, mail boxes, and electronic communication for fund raising at schools, departments, or sites requires prior approval of the Principal, or supervising administrator.

Equipment Donations

All persons and groups shall obtain the prior approval of the Principal and the District's Executive Manager, Fiscal and Operational Support when they intend to purchase equipment in the future for donation to a school; or, when they intend to donate equipment which they already own. Items presented to a school, department, site or the District by any person, or group, become the property of the Tucson Unified School District. The District reserves the right to decline an offer to donate equipment, or other items, to the District.

Equipment donations to an administrative department require prior approval of the Executive Manager, Fiscal and Operational Support.

Non-Competitive Activities

Schools do not engage in activities which are competitive with either private business or the school site food services. School site food services are subject to Federal Regulations, and subject to the potential loss of Federal funds for failure to follow Federal regulations. Loss of Federal funds may cause loss of the financial stability of the District's meals programs.

The regulations for the sale of food and/or beverages on District property are presented in the Appendix of this Administrative Regulation.

Disclosure

1. Any District employee, who is a signor on any bank account belonging to a PTA, PTO, PTSA, Parent Booster group, special program, school related club, department or program, will complete a disclosure statement and file the disclosure statement with the Executive Director, Financial Services.
2. Any District employee, who is in charge of a solicitation or a fundraiser within the District, shall file a disclosure statement and submit the disclosure statement to the Executive Director, Financial Services.

Scholarships

Student activity funds may not be used to pay for university scholarships; however, student clubs and organizations may grant university scholarships or may donate to a scholarship fund provided the scholarship recipient is not specified. All scholarship funds must be payable directly to the institution and not to the student. The funds are administered through the District Department of Financial Services.

Coin-Operated Machines

Vending machine revenue in areas with unrestricted access by students, and pay telephone revenue, are forms of fund raising and will be accounted for in the same manner as other student activity funds.

Vending machine revenue from parent sponsored machines in areas inaccessible to students is a form of fund raising and will be accounted for through parent accounting systems.

Vending machine revenue from employee sponsored machines in areas inaccessible to students is a form of fund raising, and will be accounted for through the Department of Financial Services.

APPROVAL

Any and all fund raising at school must be approved by the Principal. All other fund raising in the District must be approved by the Superintendent of Schools, or designee.

Persons, or groups of persons, who publicly raise funds for the stated purpose to benefit the District, a District school, or activity at a District school, must receive prior approval of the Principal.

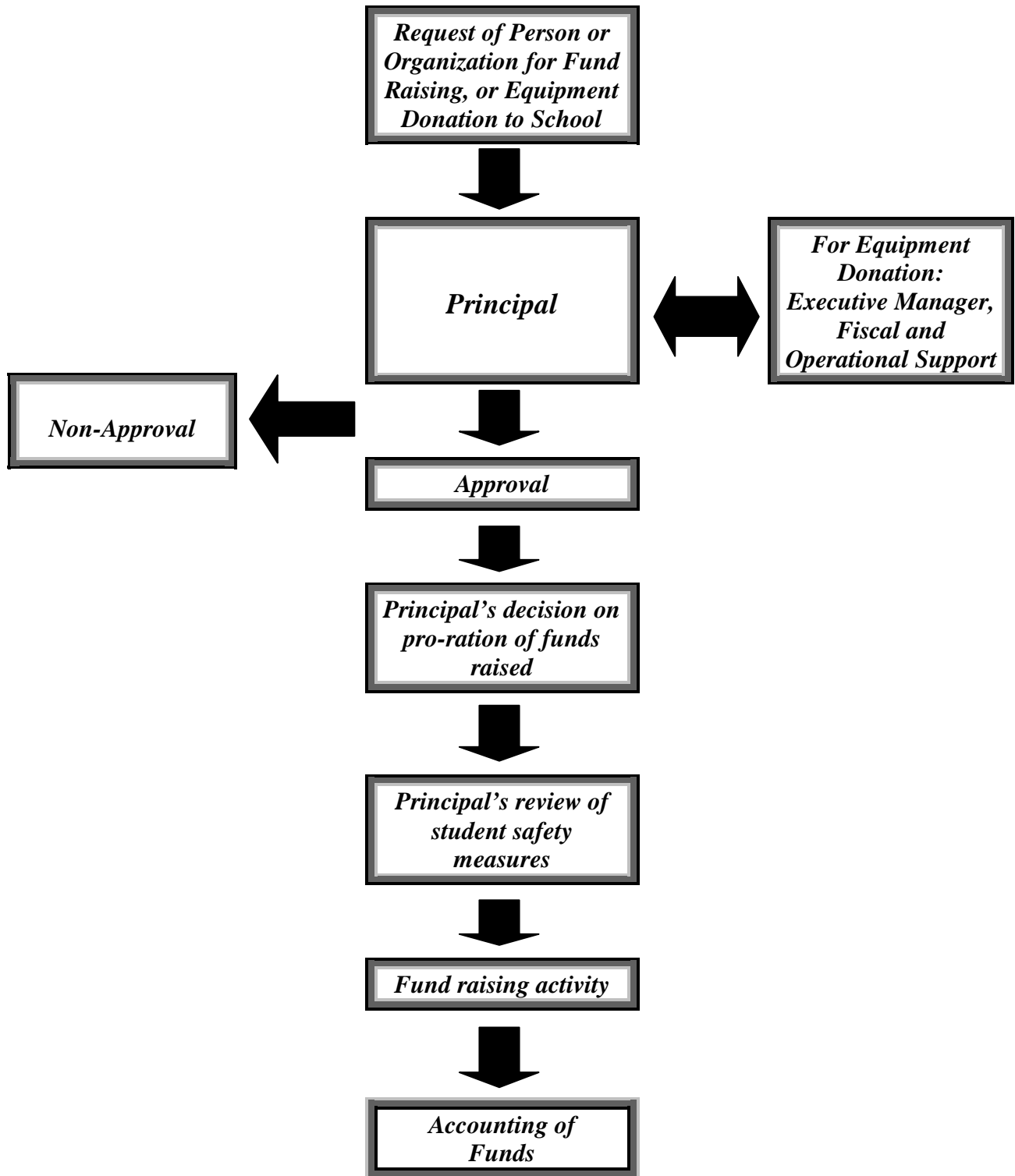
FUND RAISING PROCEDURES

Any issue, matter, or contingency of fund raising in the District which is not specifically addressed in this Administrative Regulation is subject to the review, and prior approval, of the Superintendent of Schools, or designee.

PARTICIPANTS

Participants in fund raising are subject to all applicable Governing Board Policies and Administrative Regulations which govern conduct of District personnel, students, and community members, and the operations of the District.

PROCEDURES FOR REQUESTS FOR FUND RAISING



APPENDIX

FOOD AND OR BEVERAGES

Student fund raising using food and/or beverages will not occur during the lunch meal periods. Club-based programs, which may be granted education credit, are not excluded from the requirements of this policy.

Fund raising activities utilizing food and/or beverages may occur prior to the start of school during the breakfast period but should not occur in or near the cafeteria. It is recommended that when making the selections of food and/or beverages used for fund raising activities during this time, the group be mindful of the time of day and the national health initiatives. Fund raising activities utilizing food and/or beverages must comply with all Pima County Health Department Code and temporary licensing requirements. District Food Service Department food establishment operating licenses do not apply to student or adult group fund raising unless the food purchase, storage, handling and service is overseen by a Food Service Department employee with the appropriate food handler's license.

Fund raising activities should not be intended to replace the breakfast or lunch meal, or the a la carte food sales service, for students during the school year or during summer school.

STUDENT CLUB HELP PROGRAM

When the building Principal and Superintendent support a position that there are no other opportunities for a club or student group to raise funds without selling food and/or beverages during the lunch meal periods, the Food Services Department Student Club Help Program may be requested by the Principal.

The Food Services Department Student Club Help Program provides temporary/hourly employment for student members of the club who are 14 years or older, or parents/guardians of student club members when students are under 14 years old. Temporary/hourly employment is limited to availability, and for the meal period times allowable by the Principal. The student or parent becomes an employee of the District Food Services Department. In addition to the wage received by the student or parent employee, the Food Services Department will provide the club the difference in the temporary/hourly wage and Grade 1/Step 1 of the White Collar Food Service wage table. This contribution to the club will be made within 10 days of the end of the next month for the hours worked by the students and/or parents participating in the Food Service Department Student Club Help Program during that month.

Club advisors may request specific educational learning experiences with the Food Services Director when education credit is made available for club participation.

The school Principal, or designee, is responsible for providing assistance with pre-employment paperwork and routine scheduling of club members for work during the designated times. A club's participation in the program can be terminated due to excessive absences or performance situations that negatively impact the provision of meal services by the Food Services Department. The Food Services Director may request termination of the club's participation in the program when problematic situations have not been resolved after consultation with the Principal, or designee.

Cross References: *Governing Board Policy 1030, Responsibilities of District Personnel*
Governing Board Policy 1130, Visits to Schools, and Administrative Regulation
Governing Board Policy 1310, Rental of District Facilities and Equipment by Non-District Organizations and Individuals, and Administrative Regulation
Governing Board Policy 1350, Conduct Expected of All Persons On or Using School District Property
Governing Board Policy 4300, Employee Conduct and Responsibility

Legal References: *Arizona Revised Statute §15-1121. Student Activities Monies Defined.*
Arizona Revised Statute §15-1122. Student Activities Treasurer; Assistant Student Activities Treasurer; Administration of Student Activities Monies.
Arizona Revised Statute §15-1123. Record of Revenues and Expenditures.
Child Nutrition Program Guidance Manual, Arizona Department of Education, Section 2.1 Food Service Agreement Item 2.
Child Nutrition Program Guidance Manual, Arizona Department of Education, Section 4.5 and Exhibit G.
Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act, U S Department of Labor Employment Standards Administration Wage and Hour Division WH-1330, revised September 1991

**TUCSON UNIFIED SCHOOL DISTRICT
Tucson, Arizona**

Reviewed by Governing Board: October 10, 2000