

# Parent Committee Fundraising Policy

## A. Introduction

Leech Lake Head Start appreciates the efforts of parents involved in raising funds. Fundraising is used to achieve the following: increase the Parent Committee Fund for purposes to benefit Head Start children, they increase community awareness, and allow parents to network and participate in a fun extracurricular activity.

**It is important to be aware that the parents involved in fundraisers are representing the program and need to follow the fundraiser guidelines outlined in the policy.** The key to fundraising success is the ability to approach fundraising in a coordinated and accountable manner. Under no circumstances, **Leech Lake Head Start** cannot be used on any accounts. You will use your Classroom Parent Committee Name on all accounts.

## B. Purpose

The purpose of this policy is to put in place fundraising procedures designed to assist parents in maximizing their fundraising potential and to ensure that:

- Fundraising remain consistent and of high standard
- Fundraising activities are properly recorded
- Coordination and communication exists between parents, teachers, and administration.

## C. Fundraisers:

Each committee will be allowed **five Fundraisers** per school year. With the exception of outer centers who will be allowed to have **10 Fundraisers** per school year, because their committee operates as a complete center. There is no limit to the type of fundraisers completed as long as it falls within the number of restricted fundraiser events.

## D. Procedure

1. Classrooms who wish to fundraise must complete a **Fundraising Proposal**, per event and submit it to the Parent Advisory Committee for presentation to the Policy Council. These proposal requests **must be turned in 2 weeks minimal before event.**
2. The proposal must be filled out completely, signed by 2 classroom Parent Advisory Committee members and submitted to Policy Council for approval.

### **Key Areas of focus:**

- The Purpose must clearly state what the money will be used for.
- The Fundraiser Primaries will be held responsible for record keeping of all funds, completing the Fundraiser Closeout Form and be available by phone for decision-making and questions (cancel, postpone, general questions, etc.).
- The proposal form must include a signature from one teacher of the fundraising classroom for awareness purpose only; teachers will not be responsible for participation in fundraiser process unless they volunteer their services. Program or Teachers will not be responsible for keeping any money.
- Primaries requesting the Fundraising Proposal must actively participate and conduct the fundraiser, from start to finish.
- How supplies are acquired must be stated on the proposal.

3. The Policy Council representative/primary and/or Parent Advisory Committee Chair will notify fundraising primaries of Policy Council decision.
4. Primaries are responsible for coordinating the whole process of the fundraiser, finding volunteers, assigning specific duties, etc.
5. Time spent by parents during the fundraiser is considered in-kind and will be recognized by the Parent Advisory Committee accordingly. Parents may record their fundraising hours on the *Volunteer Sign-up Sheet* with the classroom teacher should they choose to be recognized at the end of the school year.
6. Money raised must be verified by denomination with two signatures. An Account has to be set up through LL Accounting Dept., and money needs to be submitted within two working days at the close of the event.
7. A signed receipt from the two parents who counted the money, must turn in a copy to the Team Leader of that Classroom. Team Leader will make copies and send home to all parents of that classroom.
8. The fundraising primaries must complete and submit the Fundraiser Closeout form to the Policy Council mailbox located at the AOB Center, within two business days for accountability purposes and presentation to the Policy Council.

#### E. Guidelines for possible fundraising activities:

**Raffle/Ticket** – Because this involves the intake of cash by multiple people, the following guidelines are put into place to prevent theft and reassure our supporters.

- Tickets must be **numbered** and accounted for at the close of the event, parents who participate are to be notified of this accountability.
- Tickets are to be signed out by a **designated person(s)**, no more than 20 per parent. The designated person must be available by phone for collection and reissuing of tickets.
- Tickets must be **printed** on colored paper to prevent Xerox copying.
- Each classroom will be assigned one color for their raffles.
- Ticket must state center/classroom, purpose, date, time and place of drawing. Also, to call a designated number if they would like to know the end result.
- An insertion/note will be included when issuing tickets to parents to indicate: date, time and place tickets should be returned to, also, any unused tickets will need to be returned.

#### **Food / Bake Sales / Other**

- Flyers/Posters must clearly state: center/classroom name, purpose, date and time.

Approved by Policy Council: August 8, 2018