



ADMINISTRATIVE GUIDELINES

Fundraising

<i>Authority</i>	RCBOE Policy 5830 823
<i>Version history</i>	Drafted January 25, 2018
	Revised December 19, 2019 to reflect new policy numbering

1. All fundraisers by school organizations, on school property, and/or performed in the name of the school must receive approval from the principal of the school and the Superintendent prior to engaging in any fundraising activity. Such approval shall be obtained by submitting the Fundraiser Approval Form made available by the Superintendent.
2. All fundraisers must have designated a “responsible person” who must be an employee of the Roane County Board of Education. Non-employees, parents, and students cannot serve as responsible person for a fundraiser.
3. School funds, including those obtained through fundraising activities, cannot be used to purchase items that will be kept by students.
4. All proceeds from a fundraiser must be receipted and deposited into the school’s depository account. This includes any donations received in cash or by check.
5. Items purchased to be sold to raise funds must be pre-purchased by the school or donated by a third-party. Funds raised cannot be directly disbursed to cover these costs before depositing in the school’s depository account, and only then after following proper purchasing procedures.
6. A profit / loss statement must be prepared and made available for public inspection for each and every fundraiser conducted by a school. All forms must be signed by the preparer and the school principal. Ticket reconciliations must be included whenever admission to an event is charged, including for dances, dramatic or musical performances, gaming events, etc.
7. Each school or subgroup may conduct six fundraisers per year without collecting sales tax. Subsequently, any fundraiser which sells items must collect and submit sales tax, including the proper accounting of such collection.
8. A school must possess a license to conduct a raffle or hold a bingo event. The State of West Virginia provides charitable raffle licenses that must be obtained by each school prior to conducting any raffle sales or events. Bingo games may be conducted under an annual license or a license per event, either of which must be issued to the school. All funds from these events must be deposited in the school’s depository account.
9. Fundraisers conducted through online crowdfunding services are permitted by RCBOE Policy 6605. Such services that collect funds from the public and disperse items or services directly to the school or district shall be preferred. Such services that disperse funds directly to the responsible person shall not be permitted.