



## **Budget Policies BP 10-11**

### **Board Policy: Fundraising, Grant Solicitation, and Donation Recognition**

#### Fundraising, Grant Solicitations and Donations

When a school site organization or committee considers it necessary to solicit funds outside the school to provide money for salaries, supplies or other expenses that will be processed through school funds certain procedures must be followed because the school becomes legally responsible for the proper use of these funds, Parents, Students, Teachers and other school site employees must submit a formal request through the school principal. School sites may solicit contributions locally to support school site activities in accord with the school's objectives provided (a) acceptance of one-time funds will not create on-going unfunded costs, (b) fundraising efforts do not create gross inequality of resources and services among various school sites, (c) the Superintendent/CEO is notified in writing of such solicitation in advance, and (d) the Superintendent/CEO is informed of the names and addresses of the contributors.

All grant solicitation activities over \$1,000 on behalf of the school must be approved in advance by the Board. All grant submissions to the board must be approved by the Superintendent/CEO and Chief Business Official and should include the following information:

- Grantor Company Information
- Grant RFP – Description of Program
- Grant Proposal and Budget
- Grant Administrator
- Grant Requirement Timeline

The Board shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government. The Board shall be notified no later than the next regular board meeting of the award or receipt of any funds and shall accept the receipt of any grants, donations, or receipts of fundraising proceeds.

Board Approved: May 5, 2009

Revision Board Approved: October 20, 2009

Revised: August 16, 2011