

# Fundraising

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Friends of Mark Twain (FOMT) is a nonprofit benefit corporation with a tax exempt benefit status of a 501(c)(3). FOMT's primary purpose is to provide financial support by enhancing and supporting the programs and facilities of Mark Twain Middle School through its fundraising efforts.

In accordance with Education Code Section 51521, programs, fund-raisers or other activities sponsored by booster clubs must be authorized and conducted according to local board policy, laws, and school rules. At the beginning of each school year, each booster club shall submit to the principal/designee a list of tentative fund-raising events that each organization proposes to hold that year. Amendments to the scheduled fund-raising events should be submitted three weeks prior to the event. The principal/designee shall review the proposed events and determine whether the events are in conflict with or detract from the school's educational program. No fund-raising activities can begin until the booster club obtains approval from the principal or site designee.

The following are guidelines for booster club fund-raising activities within the Los Angeles Unified School District:

1. A Use of Facilities request must be pre-approved at the site level prior to the submission of a fund-raising request. Attach a copy of the approved facilities request form to the fund-raising request.
2. Students shall not be involved in fund-raising activities except as volunteers after school hours and/or off campus for the booster organization.
3. All booster funds are collected and maintained by the organization. The District or ASB tax identification number cannot and will not be used. No booster funds shall be kept in ASB accounts.
4. No coercion should be exercised in fund-raising activities and no student or teacher is required to raise any particular minimum of money or sell any minimum number of tickets, etc. Under no circumstances should pressure be brought to bear on students through competition or by special recognition of sales.

Funds received from booster club fund-raising activities are overseen by the FOMT board of directors and used to benefit the student and school in accordance with FOMT's rules and regulations. Fund-raising projects for parental groups should be:

1. For the educational benefit of the student, coordinated through the principal/designee.
2. For a specific project, as identified in the current approved budget and not for the sake of raising money.
3. In connection with the established goals and philosophies of the booster club as well as

Los Angeles Unified School District guidelines.

4. For the benefit of the student program that the booster club supports. The use of individual student accounts or tracking of student accounts is not allowed.

On-campus activities, especially fund-raisers, should not supplant, duplicate, nor interfere with those of other school or booster clubs. The principal/designee has the authority to limit the number or type of on-campus fund-raisers.

## **School•Connected Food Sales**

Booster clubs must comply with state law as well as district policies and regulations on the sale of food on school premises. Booster clubs are encouraged to review and become knowledgeable of applicable laws including county food handling requirements, State and Federal nutritional standards, as well as the District's Wellness Policy. Booster clubs are one of the organizations that the district authorizes to operate the concession stands at sporting events in order to raise funds for the organization. However, the ASB is given first priority. Be aware that snack bars are subject to inspection by the County Health Department at any time.

## **Raffles and Auctions**

Penal Code Sections 320 and 320.5 authorize, under defined circumstances, eligible organizations to conduct raffles, which require the payment of a fee for a chance to win a prize. Raffles may include 50/50 raffles, donation drawings, duck derby and cow chip bingo. While it is not permissible for school districts, individual schools or ASB's to conduct raffles, nonprofit groups such as booster clubs, are allowed to conduct raffles as long as the group is tax-exempt in accordance with Revenue and Taxation Code 23701(d) and has been licensed to do business in California for at least one year. Information on how to conduct a legal raffle can be obtained by going to the California Attorney General's Web site at [www.ag.ca.gov](http://www.ag.ca.gov). Before the group can conduct the raffle, it must register with the Department of Justice and complete the annual raffle registration form at <http://ag.ca.gov/charities/raffles.php#forms> by September 1 of the year in which the raffle will be held. On an annual basis, the group is required to submit a report to the Department of Justice that includes the gross receipts and expenses incurred from the operation of the raffle, as well as the charitable or beneficial purposes for which the proceeds were used. It is also important to note some additional restrictions:

- At least 90 % of the profits of the raffle must be distributed to beneficial or charitable purpose.
- Detachable tickets must have identifying numbers.
- Only adults may supervise the drawing.
- The raffle may not be conducted over the Internet.

An auction, on the other hand, is a group of items that have been donated or purchased that are then "sold" in a silent auction to generate donations for a specified group or activity. An auction

held on a Saturday, conducted by a booster club with the sole purpose of raising donations for the school, would be acceptable as a fund-raiser. Both parents and students would be able to bid on the items, since it would not occur during school hours, and is not considered gambling. However, when a school is working with an organization, the community perceives that the funds raised will be used towards supporting school functions. Care must be taken by all involved that the donations received are used in the manner represented by the organization conducting the fund-raiser.

# **Fundraiser Request**

**School Year** \_\_\_\_\_

School \_\_\_\_\_

Organization \_\_\_\_\_

Advisor/Coach \_\_\_\_\_

Describe the fund raising activity purpose:

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Total amount needed: \$ \_\_\_\_\_

List the fund  
raising  
activities:

Activity	Date	Revenue	Projected Adm. Approval
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand that I must provide an accounting with school administration concerning all receipt of funds and provide a reconciliation after the event. I also understand that all fundraisers must have administrative approval before any contracts are signed or the fund raiser initiated.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



