

SCHOOL FUNDRAISING ACTIVITIES

It should be understood that all funds raised by schools, regardless of the manner in which they are raised, are funds that are public funds and, for this reason, are subject to the laws governing public purchases as well as to any and all regulations adopted by the Terrebonne Parish School Board for the expenditure of these funds. Therefore **local school funds shall not be used** for the following:

1. Parties, dinners, etc., except once a year a party may be given for members of the faculty and school employees working within the school as a token of appreciation for the work they are doing in the school. The expenditure of approximately \$15.00 per member or school employee for this purpose has been sanctioned.
2. Gifts other than awards to students.
3. Floral arrangements except those used for school functions.
4. The purchase of furniture, equipment, etc., without the approval of the Assistant Superintendent, except for materials to be used in the instructional program.
5. The payment for services rendered by professional help or by laborers without approval of the Superintendent or the administrator, physical plants and maintenance, respectively.
6. Dues in organizations.

HUMANITARIAN ORGANIZATIONS

1. Collections for humanitarian organizations will be regarded as of educational value in preparing the child for adult responsibility rather than a source of funds.
2. A **consolidated drive** for funds for humanitarian organizations will be conducted in the schools of the Parish during the month of October of each session.
 - a. An organization desiring to be included in this drive must impact the children and/or the local community. An organization desiring to participate must make written application before the first day of July each year to the Superintendent.
 - b. Procedures within the School
 - (1) Participating agencies will not conduct publicity campaigns within the school.
 - (2) All monies collected shall be deposited by the principal in the local school

fund.

- (3) The principal will issue one check made payable to the Terrebonne Parish School Board for the total amount collected (showing breakdown of student and adult contributions) and forward this check to the Superintendent no later than the seventh day of November each year.

c. Administration of Funds

- (1) No money shall be spent except for printing the envelopes that may be used for conducting this drive.
- (2) The Superintendent shall deposit all checks into the General Fund of the Terrebonne Parish School Board.
- (3) A report on the total amount collected shall be made to the Board by the Superintendent at a regular monthly meeting in November.
- (4) The School Board shall authorize the distribution of the monies collected among the participating agencies.

d. Distribution of Funds

- (1) Funds will be distributed equally on a percent (%) basis to all participating organizations.

PICTURE SALES

Picture sales in the elementary and secondary schools shall be handled in the following manner:

Secondary:

School picture sales at the secondary level may include individual pictures and activity pictures when applicable.

Additional picture sales shall only occur with the approval of the appropriate supervisor.

All funds derived from the sale of student pictures must be handled by the principal and deposited in the local school fund. Payment to the photographic company must be made by check.

Elementary:

1. School picture sales at the elementary level may include individual pictures and class pictures.
2. Additional picture sales shall only occur with the approval of the appropriate supervisor.
3. Principals should solicit input from the faculty and community relative to picture sales.
4. All funds derived from the sale of student pictures must be handled by the principal and deposited in the local school fund. Payment to the photographic company must be made by check.

CONCESSIONS

1. All funds derived from the sale of candy, soft drinks, school supplies, etc., within the school must be handled by the principal and reported in the annual report to the Superintendent. Benefit sales by school-affiliated groups are excepted.
2. Concessions must not be opened during the morning recess. At the noon hour, they should be opened only after the pupils have eaten lunch.

SALES OUT OF SCHOOL

1. Funds derived from the sale of magazine, seeds, etc. by pupils must be handled by the principal and reported in the annual report to the Superintendent.
2. Out of school sales must be authorized by the Superintendent and must be made only before and after school hours and on weekends. Pupils who engage in such sales must present to the principal a written statement from their parents authorizing them to engage in these sales.

Revised: March 2010

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Ref: Superintendent's Memo, 4-19-90; Board minutes, 11-16-67, 7-7-81, 8-17-82, 12-15-09, 03-16-10, 07-03-12.