

MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

March 13, 2012

MEMORANDUM

To: Members of the Board of Education

From: Patricia O'Neill, Chair, Board of Education Policy Committee

Subject: Tentative Approval, Policy CND, *School-Related Fund-Raising*

The Montgomery County Board of Education Policy Committee, in consultation with staff members, identified Policy CND, *School-Related Fund-Raising*, for updating. The policy provides a framework for school-related fund-raising activities in or on behalf of Montgomery County Public Schools that safeguards instructional time, maximizes the safety of students, supports a common school experience for all students, and includes appropriate accountability provisions. The updated draft reflects the recommendations of a stakeholder group of representatives from parent and community groups, principals, and staff members representing the Office of School Performance, the Department of Financial Services, and the Internal Audit Unit.

Members of the Montgomery County Board of Education Policy Committee discussed draft Policy CND, *School-Related Fund-Raising*, on September 20, 2011, and January 17, 2012. Updated Policy CND, *School-Related Fund-Raising*, is attached.

The following resolution is provided for your consideration:

WHEREAS, Policy CND, *School-Related Fund-Raising*, provides a framework for school-related fund-raising activities in or on behalf of Montgomery County Public Schools that safeguards instructional time, maximizes the safety of students, supports a common school experience for all students, and includes appropriate accountability provisions; and

WHEREAS, The Montgomery County Board of Education Policy Committee has considered and recommended revisions to update Policy CND, *School-Related Fund-Raising*; now therefore be it

Resolved, That the Montgomery County Board of Education take tentative action on Policy CND, *School-Related Fund-Raising*; and be it further

Resolved, That Policy CND, *School-Related Fund-Raising*, be sent out for public comment.

Present at the Board table for the discussion are Mrs. Susanne G. DeGraba, chief financial officer, Office of the Chief Operating Officer; Mrs. Stephanie P. Williams, director, Department of Policy, Records and Reporting, Office of Shared Accountability; and Ms. Sally M. Davis, policy specialist, Office of Shared Accountability.

PO:hp

Attachment

1  
2 Related Entries: **ABA, ABA-RC, ABC, BBB, CNA, CNA-RA, CNE, DDA-**  
3 **RA, DJA-RA, DJA-RB, ECN, FFA, FFA-RA, IGK-RC,**  
4 **JPG, KGA-RA**

5 **Responsible Office: School Performance**

6 **Related Source: Annotated Code of Maryland, Business**  
7 **Regulation Article, Section 6-101; Criminal**  
8 **Law Article, Section 13-1803 and Section**  
9 **13-1813**

10

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12

#### School-Related Fund-Raising

13

#### 14 A. PURPOSE

15

16 To provide a framework guidelines for school-related fund-  
17 raising activities in or on behalf of Montgomery County Public  
18 Schools (MCPS) and ~~to ensure that fund raising activities do~~  
19 ~~not interfere with the~~ that safeguards instructional time,  
20 maximizes the safety of students, supports a common school  
21 experience for all students, and includes appropriate  
22 accountability provisions ~~program or the responsibilities of~~  
23 ~~MCPS staff~~

24

#### 25 B. ~~PROCESS AND CONTENT~~ISSUE

26

27 The Montgomery County Board of Education (Board) affirms its

28 interest in ensuring that fund-raising activities by schools  
29 or school-sponsored groups or on behalf of MCPS by parent and  
30 community groups are conducted in compliance with state law  
31 and MCPS regulations and contribute to the school experience  
32 of students without conflicting with or disrupting the  
33 operation of the instructional program or jeopardizing the  
34 safety of students. Parent and community groups include, but  
35 are not limited to, Parent Teacher Associations (PTAs), Parent  
36 Teacher Student Associations (PTSAs), foundations, and booster  
37 clubs.

38  
39 The Board recognizes that funds can be raised for purposes  
40 other than instruction and that these fund-raising activities  
41 contribute to the overall experience of being a member of the  
42 school community.

43  
44 ~~The Board of Education recognizes that student organizations~~  
45 ~~and parent groups sometimes provide financial support for~~  
46 ~~school activities in Montgomery County.~~

47  
48 C. POSITION

49  
50 1. The Board encourages those seeking to make donations or  
51 raise funds for schools to collaborate with school  
52 leadership to ensure that school-related fund-raising  
53 efforts pursue shared purposes, which may include, but  
54 are not limited to, the following:

55 ~~2. Recognized Purposes for School related Fund Raising~~

56

57 a) Supporting activities of school-sponsored groups,  
58 organizations or clubs which include, but are not  
59 limited to, school classes or grade-level groups,  
60 clubs, teams, performing arts groups, and  
61 countywide student organizations

62

63 b) Supporting activities that benefit the student body

64

65 c) Providing supplemental funds to help defray the  
costs of optional activities that enhance MCPS  
programs

Addressed by  
Regulation DJA-  
RB, *Purchase of  
Materials and  
Equipment Using  
Nonappropriated  
Funds and  
Acceptance of  
Donated Items*

~~d) Providing supplemental materials or equipment that  
enhance the instructional program or the  
administrative functions of the school~~

73 ~~e) Providing supplemental support for staff to~~  
74 ~~participate in professional development activities~~

75

76 2. Student safety and health are the foremost concerns for  
77 any fund-raising activity involving students and,  
78 specifically, students collecting funds directly from the  
79 public.

80

81 3. Neither Parent or community groups, nor students are not  
82 expected to raise funds to support specific programs or

83 purchase materials to enhance the instructional program.

84

85 4. While many schools and PTAs/PTSAs have emphasized  
86 fundraising in the past, raising money is not their  
87 primary focus. **In Board Policy ABC, Parent and Family**  
88 **Involvement, the Board affirms the National Standards for**  
89 **Family-School Partnerships, and the development of parent**  
90 **and family involvement programs and services that are**  
91 **comprehensive and linked to student learning.**

92

93 5. ~~s~~School staff should not become dependent on these fund-  
94 **raisings activities nor rely on them** to purchase  
95 materials and instructional equipment.

96

97 76. The Board ~~also~~ recognizes that some activities, such as  
98 school fairs, are important because they promote parent  
99 participation and result in increasing school and  
100 community spirit in addition to any amounts of money they  
101 raise for the school.

102

103 87. **Schools and school-sponsored groups may raise funds and**  
104 **collect donations for charitable purposes or for members**  
105 **of the community experiencing financial hardship. Such**  
106 **fund-raising activities increase student awareness of**  
107 **their membership in the local and global community.**

108

109 88. Funds raised by fund-raising groups cannot be used to  
110 employ anyone to work in the schools during the regular

111 school day.

112  
113 ~~109.~~ The Board establishes its process for accepting non-  
114 Montgomery County government funds for improvements that  
115 qualify as capital improvements in Board Policy CNE,  
116 *Facility Improvements That Are Not Funded With Montgomery*  
117 *County Revenues.*

118  
119 ~~110.~~ The Board establishes its process for naming school  
120 facilities in Board Policy FFA, *Naming School Facilities,*  
121 and prohibits naming a portion of a school facility to  
122 generate funds, unless expressly approved by the Board.

123 Moving to  
124 regulation  
125 i) ~~Fundraising activities are not to include~~  
126 ~~residential door to door sales by any students.~~

127  
128 Moving to  
129 new  
130 regulation  
131 a) ~~The principal must authorize in advance and in~~  
132 ~~accordance with this policy all fund raising activities~~  
133 ~~conducted by school sponsored organizations or clubs and~~  
134 ~~individual school classes or grade level groups.~~

135 Moving to  
136 new  
137 regulation  
138 b) ~~The deputy superintendent must authorize in advance~~  
139 ~~all fund raising activities conducted by countywide~~  
140 ~~student organizations.~~

135  
Addressed by  
Regulation DJA-  
RB, *Purchase of  
Materials and  
Equipment Using  
Nonappropriated  
Funds and  
Acceptance of  
Donated Items*

f) ~~If funds are used to purchase supplemental educational~~  
~~materials or equipment that enhance the instructional~~  
~~program, or if such materials or equipment are donated, they~~

139 ~~become the property of MCPS and must be integrated into the~~  
140 ~~MCPS curriculum. All materials and equipment must be approved~~  
141 ~~for use in MCPS, must conform to appropriate standards,~~  
142 ~~specifications, and guidelines, and must be appropriate to the~~  
143 ~~curriculum in the grades where they are to be used. The~~  
144 ~~guidelines established by the Division of Procurement must be~~  
145 ~~followed whenever a school's independent activity funds are~~  
146 ~~used to purchase materials and equipment.~~

147  
148 **1211. The provisions of this policy do not apply to fund-**  
149 **raising activities by groups not associated with MCPS who**  
150 **use MCPS facilities through the Interagency Coordinating**  
151 **Board.**

152  
153 ~~2. Examples of Appropriate Fund Raising Groups~~

- 154  
155 ~~a) School sponsored organizations and clubs~~  
156  
157 ~~b) Individual school classes or grade level groups~~  
158  
159 ~~e) Parent teacher associations~~  
160 ~~d) Other parent sponsored organizations, such as~~  
161 ~~booster clubs~~  
162 ~~e) Countywide student organizations~~

163  
164 ~~3. Additional Guidelines for Fund Raising Activities~~

- 165  
166 ~~e) The PTA, Booster Club, or other parent sponsored~~

167 ~~organizations will plan and supervise all fund~~  
168 ~~raising activities sponsored by these~~  
169 ~~organizations. The principal will coordinate each~~  
170 ~~activity in advance with the leadership of the~~  
171 ~~organization to make certain that these activities~~  
172 ~~do not interfere with the instructional program or~~  
173 ~~previously planned school sponsored fund raising~~  
174 ~~activities. The principal will be responsible for~~  
175 ~~informing the leadership when he/she feels the~~  
176 ~~activity is not appropriate.~~

Moving to  
new  
Regulation

178 ~~3) Representatives of a PTA or other parent sponsored~~  
179 ~~activity or a school club or organization will~~  
180 ~~handle the daily collections of sales to avoid~~  
181 ~~using or impacting instructional time, either~~  
182 ~~directly or indirectly.~~

Moving to  
new  
regulation

184 ~~All funds received by a school shall be managed in~~  
185 ~~accordance with the *Manual of Policies and*~~  
186 ~~*Procedures for Administering Independent Activity*~~  
187 ~~*Funds.*~~

188  
189 **D. DESIRED OUTCOMES**

- 190  
191 1. **Cooperative effort between MCPS, school and school-**  
192 **sponsored groups, parent and community groups, private**  
193 **organizations and foundations, businesses, and**  
194 **individuals working in partnership toward shared goals**

195  
196 2. Understanding and communication about the needs and  
197 resources of the schools and community

198  
199 3. Transparency in purpose and implementation of fund-  
200 raising activities and appropriate accountability for  
201 such activities

202  
203 ~~4E.~~ IMPLEMENTATION STRATEGIES ~~of These Guidelines~~

204  
205 The superintendent of schools will establish whatever  
206 administrative regulations or other administrative procedures  
207 may be necessary for carrying out ~~this the raising guidelines~~  
208 ~~outlined in this policy.~~

209  
210 ~~4F.~~ REVIEW AND REPORTING

211  
212 This policy will be reviewed ~~every three years~~ in accordance  
213 with the Board of ~~Education~~ policy review process.

214  
215  
216 *Policy History:* Adopted by Resolution No. 311-89, May 22, 1989,  
217 amended