

MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

September 11, 2012

MEMORANDUM

To: Members of the Board of Education

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

Subject: Final Action, Policy CND, *School-Related Fund-Raising*

On March 13, 2012, the Montgomery County Board of Education tentatively adopted the updated Policy CND, *School-Related Fund-Raising*. The tentatively adopted policy was distributed for public comment. Five comments were received.

On July 23, 2012, the members of the Board of Education Policy Committee further discussed Policy CND, *School-Related Fund-Raising*. Language has been added to affirm the voluntary nature of student participation in fund-raising; content has been reorganized to affirm fund-raising for charitable purposes among other shared fund-raising purposes; and language affirming fund-raising for supplemental materials, equipment, and professional development has been restored in response to public comment. In addition, language has been added to reference the existing regulation specific to accepting donated items or purchasing materials and equipment with nonappropriated funds.

The Policy Committee's recommended changes to the tentatively adopted policy are reflected in the Committee Recommended Draft (Attachment A). The public comments are summarized in Attachment B. The original public comments are included in Attachment C. The Draft for Public Comment is included as Attachment D.

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 draft of Policy CND, *School-Related Fund-Raising*, was tentatively adopted by the Montgomery County Board of Education on March 13, 2012, and was sent out for public comment; and

WHEREAS, The Montgomery County Board of Education has received comments and the Board of Education Policy Committee's recommendations; now therefore be it

Resolved, That the Montgomery County Board of Education adopt Policy CND, *School-Related Fund-Raising*, as updated in the attached committee recommended draft.

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

PO:hp

Attachments



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

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

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

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49       **C.     POSITION**

- 50  
51       1.     The Board encourages those seeking to make donations or  
52       raise funds for schools to collaborate with school  
53       leadership to ensure that school-related fund-raising  
54       efforts pursue shared purposes, which may include, but

ATTACHMENT A  
COMMITTEE RECOMMENDED DRAFT  
CND

55 are not limited to, the following:

56 ~~2. Recognized Purposes for School-related Fund Raising~~

57

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

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64 b) Supporting activities that benefit the student body

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

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70 ~~d)~~ Raising funds and collecting donations for  
71 charitable purposes or for members of the community  
72 experiencing financial hardship. The Board affirms  
73 the value of such fund-raising activities for  
74 increasing student awareness of their membership in  
75 the local and global community.

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77 ~~e)~~ Providing supplemental materials or equipment that  
78 enhance the instructional program or the  
79 administrative functions of the school

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81 ~~f)~~ Providing supplemental support for staff to

ATTACHMENT A  
COMMITTEE RECOMMENDED DRAFT  
CND

82                    participate in professional development activities

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84            2.    Student safety and health are the foremost concerns for  
85            any fund-raising activity involving students and,  
86            specifically, students collecting funds directly from the  
87            public.

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89            3.    Neither ~~P~~parent or **community** groups, **nor students** are ~~not~~  
90            expected to raise funds to support specific programs or  
91            purchase materials to enhance the instructional program.  
92            **Participation in school fund-raising activities shall be**  
93            **on a voluntary basis, and no student shall be compelled**  
94            **to participate or contribute.**

95

96            4.    While many schools and PTAs/PTSAs have emphasized  
97            fundraising in the past, raising money is not their  
98            primary focus. **In Board Policy ABC, *Parent and Family***  
99            ***Involvement*, the Board affirms the National Standards for**  
100            **Family-School Partnerships, and the development of parent**  
101            **and family involvement programs and services that are**  
102            **comprehensive and linked to student learning.**

103

104            5.    ~~s~~School staff should not become dependent on ~~these fund-~~  
105            ~~raising~~ **activities** ~~nor rely on them to~~ purchase  
106            materials and instructional equipment.

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108            ~~7~~6. The Board ~~also~~ recognizes that some activities, such as

**ATTACHMENT A  
COMMITTEE RECOMMENDED DRAFT  
CND**

109 school fairs, are important because they promote parent  
110 participation and result in increasing school and  
111 community spirit in addition to any amounts of money they  
112 raise for the school.

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115 ~~g)7.~~ Funds raised by fund-raising groups cannot be used to  
116 employ anyone to work in the schools during the regular  
117 school day.

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119 ~~108.~~ **The Board establishes its process for accepting non-**  
120 **Montgomery County government funds for improvements that**  
121 **qualify as capital improvements in Board Policy CNE,**  
122 ***Facility Improvements That Are Not Funded With Montgomery***  
123 ***County Revenues.***

124  
125 ~~19.~~ **The Board establishes its process for naming school**  
126 **facilities in Board Policy FFA, *Naming School Facilities,***  
127 **and prohibits naming a portion of a school facility to**  
128 **generate funds, unless expressly approved by the Board.**

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130 ~~h) Principals must inform parents that neither the~~  
131 ~~school nor MCPS endorses the products that are sold~~  
132 ~~or sanctions the services that are offered by~~  
133 ~~businesses.~~

Moving to  
new  
regulation

134  
135 ~~i) Fundraising activities are not to include~~

Moving to  
new  
regulation

136 residential door-to-door sales by any students.

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138 a) ~~The principal must authorize in advance and in~~  
~~accordance with this policy all fund raising activities~~  
~~conducted by school-sponsored organizations or clubs and~~  
141 ~~individual school classes or grade-level groups.~~

Moving to  
new  
regulation

142 b) ~~The deputy superintendent must authorize in advance~~  
~~all fund raising activities conducted by countywide~~  
145 ~~student organizations.~~

Moving to  
new  
regulation

146

147 **10. MCPS establishes its process for accepting donated items**  
148 **or purchasing materials and equipment with**  
149 **nonappropriated funds in MCPS Regulation DJA-RB, *Purchase***  
150 ***of Materials and Equipment Using Nonappropriated Funds***  
151 ***and Acceptance of Donated Items.***

152 ~~f) If funds are used to purchase supplemental educational~~  
153 ~~materials or equipment that enhance the instructional program,~~  
154 ~~or if such materials or equipment are donated, they become the~~  
155 ~~property of MCPS and must be integrated into the MCPS~~  
156 ~~curriculum. All materials and equipment must be approved for~~  
157 ~~use in MCPS, must conform to appropriate standards,~~  
158 ~~specifications, and guidelines, and must be appropriate to the~~  
159 ~~curriculum in the grades where they are to be used. The~~  
160 ~~guidelines established by the Division of Procurement must be~~  
161 ~~followed whenever a school's independent activity funds are~~  
162 ~~used to purchase materials and equipment.~~

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211. The provisions of this policy do not apply to fund-raising activities by groups not associated with MCPS who use MCPS facilities through the Interagency Coordinating Board.

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

- ~~a) School-sponsored organizations and clubs~~
- ~~b) Individual school classes or grade-level groups~~
- ~~c) Parent-teacher associations~~
- ~~d) Other parent-sponsored organizations, such as booster clubs~~
- ~~e) Countywide student organizations~~

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

- ~~e) The PTA, Booster Club, or other parent-sponsored organizations will plan and supervise all fund raising activities sponsored by these organizations. The principal will coordinate each activity in advance with the leadership of the organization to make certain that these activities do not interfere with the instructional program or previously planned school-sponsored fund raising activities. The principal will be responsible for~~

Moving to  
new  
regulation

**ATTACHMENT A  
COMMITTEE RECOMMENDED DRAFT  
CND**

191 ~~informing the leadership when he/she feels the~~  
192 ~~activity is not appropriate.~~

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194 Moving to ~~d) Representatives of a PTA or other parent-sponsored~~  
195 new ~~activity or a school club or organization will~~  
196 regulation ~~handle the daily collections of sales to avoid~~  
197 ~~using or impacting instructional time, either~~  
198 ~~directly or indirectly.~~

199  
200 Moving to ~~All funds received by a school shall be managed in~~  
201 new ~~accordance with the *Manual of Policies and*~~  
202 regulation ~~*Procedures for Administering Independent Activity*~~  
203 ~~*Funds.*~~

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205 **D. DESIRED OUTCOMES**

- 206  
207 1. Cooperative effort between MCPS, school and school-  
208 sponsored groups, parent and community groups, private  
209 organizations and foundations, businesses, and  
210 individuals working in partnership toward shared goals  
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212 2. Understanding and communication about the needs and  
213 resources of the schools and community  
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215 3. Transparency in purpose and implementation of fund-  
216 raising activities and appropriate accountability for  
217 such activities

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219 4E. **IMPLEMENTATION STRATEGIES** ~~of These Guidelines~~

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221 The superintendent **of schools** will establish whatever  
222 ~~administrative~~ regulations or other administrative procedures  
223 ~~may be~~ necessary for carrying out **this** ~~the raising~~ guidelines  
224 ~~outlined in this~~ policy.

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226 4F. REVIEW AND REPORTING

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228 This policy will be reviewed ~~every three years~~ in accordance  
229 with the Board ~~of Education~~ policy review process.

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232 *Policy History:* Adopted by Resolution No. 311-89, May 22, 1989,  
233 **amended**

Summary of Responses to  
Policy CND, *School-Related Fund-Raising*

<b>Public Response Number</b>	<b>Commentator</b>	<b>Issue/Concern Line #'s refer to the Draft for Public Comment</b>	<b>Staff Response Line #'s refer to the Committee Recommended Draft</b>
1	Anonymous Phone Call	Statement from original Policy CND regarding endorsement of products was inadvertently left out of Draft for Public Comment. This statement was intended to be relocated to regulation and shown deleted in the Draft for Public Comment.	Language is shown as deleted at lines 130–133 in the Committee Recommended Draft with the notation stating the intention of moving it to regulation.
2	Kim Damion, Executive Director, Manna Food Center	Wants to make certain that the proposed policy for fundraising would not negatively impact the annual and longstanding tradition of “Kids Helping Kids” food drive that MCPS and Manna conduct every fall.	Lines 70–75 state the Board’s intent to permit raising funds and collecting donations for charitable purposes, with the awareness that such activities increase student awareness of their membership in the local and global community.
3	Veronica Stanley, parent	Against asking children to do fundraising for their school by means of selling things.	Lines 92–94 state that neither parent or community groups, nor students are expected to raise funds. It is intended that it will be further clarified in the regulation that students are not to be compelled to participate in fund-raising activities or meet quotas.
4	Anonymous Phone Call	Section C.1.d. was redacted. Does this mean that supplemental materials or equipment are now prohibited?	Language has been restored at Section C.1.e.
5	Sherwood ES PTA	Section C.1.d and e. were redacted. These sections need to be reinstated.	Language has been restored at Sections C.1.e and C.1.f.

ORIGINAL PUBLIC COMMENTS  
POLICY CND, *School-Related Fund-Raising*

# POLICY BOARD OF EDUCATION OF MONTGOMERY COUNTY

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**Related Entries:** CNA-RA, DJA-RA, DJA-RB

## School-Related Fund-Raising

### A. PURPOSE

To provide guidelines for school-related fund raising activities and to ensure that fund raising activities do not interfere with the instructional program or the responsibilities of MCPS staff

### B. PROCESS AND CONTENT

The Board of Education recognizes that student organizations and parent groups sometimes provide financial support for school activities in Montgomery County. The Board also recognizes that some activities, such as school fairs, are important because they promote parent participation and result in increasing school and community spirit in addition to any amounts of money they raise for the school.

While many schools and PTAs have emphasized fund raising in the past, raising money is not their primary focus; and school staff should not become dependent on these funds, nor rely on them to purchase materials and instructional equipment. Parent groups are not expected to raise funds to support specific programs or purchase materials to enhance the instructional program. MCPS students are not expected to raise funds.

#### 1. Recognized Purposes for School-related Fund Raising

- a) Supporting activities of school organizations or clubs
- b) Supporting activities that benefit the student body
- c) Providing supplemental funds to help defray the costs of optional activities that enhance MCPS programs
- d) Providing supplemental materials or equipment that enhance the instructional program or the administrative functions of the school

- 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 become the property of MCPS and must be integrated into the MCPS curriculum. All materials and equipment must be approved for use in MCPS, must conform to appropriate standards, specifications, and guidelines, and must be appropriate to the curriculum in the grades where they are to be used. The guidelines established by the Division of Procurement must be followed whenever a school's independent activity funds are used to purchase materials and equipment.
- g) Funds raised by fund raising groups cannot be used to employ anyone to work in the schools during the regular school day.
- h) Principals must inform parents that neither the school nor MCPS endorses the products that are sold or sanctions the services that are offered by businesses.
- i) Fund raising activities are not to include residential door-to-door sales by any students.

*Omitted  
from  
Draft for  
Public  
Comment*

4. Implementation of These Guidelines

The superintendent will establish whatever administrative regulations or other administrative procedures may be necessary for carrying out the fund raising guidelines outlined in this policy.

**C. REVIEW AND REPORTING**

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

*Policy History:* Adopted by Resolution No. 311-89, May 22, 1989.

Potosky, Harriet E.

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**From:** King, Suzann M - BOE Office  
**Sent:** Wednesday, April 04, 2012 2:23 PM  
**To:** Williams, Stephanie P; Potosky, Harriet E.  
**Cc:** Rose, Glenda; Sequeira, Martha  
**Subject:** FW: Fundraising in Schools  
**Attachments:** KHK Jan 5.pdf

Good afternoon. The following comments were sent to the BOE mailbox.

**Suzann M. King**  
**Staff Assistant, Policy and Communications**  
**Office of the Board of Education**  
Phone: 301-279-3617  
Fax: 301-279-3860  
Email: [Suzann M King@mcpsmd.org](mailto:Suzann_M_King@mcpsmd.org)

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**From:** Kim Damion [mailto:Kim@mannafood.org]  
**Sent:** Wednesday, April 04, 2012 12:28 PM  
**To:** BOE Mail; Ikheloa, Roland; Docca, Judy; King, Suzann M - BOE Office; O'Neill, Patricia; Brandman, Shirley; Steinberg, Laura; Barclay, Christopher; Berthiaume, Laura; Kauffman, Phil; Yorro, Kathy; Durso, Michael A.; Xie, Alan  
**Subject:** Fundraising in Schools

Superintendent,

I wanted to be certain that the proposed policy for fundraising in schools would NOT negatively impact the annual and longstanding tradition of "Kids Helping Kids" food drive that MCPS and Manna conduct every fall. The fall food drive has a tremendous impact on our ability to feed families in need here in Montgomery County. The growth and participation this year was better than any other year in the past. I am hopeful that with your continued support, MCPS students will be the leading school district in the State if Maryland this fall. I am attaching a summary of the outstanding results we had this year with 16 new schools coming on board in the fall of 2011.

It would be extremely detrimental to Manna Food Center if any new policies would jeopardize the fall food drive and hope you will help us to protect this long standing tradition.

Sincerely,

**Kim Damion**  
**Executive Director**  
**Manna Food Center**  
**9311 Gaither Road**  
**Gaithersburg, MD 20877**

**Manna: 301-424-1130**  
**direct: 240-268-2524**  
**cell: 240-620-5811**  
**email: [Kim@MannaFood.org](mailto:Kim@MannaFood.org)**

**Visit our website at [www.mannafood.org](http://www.mannafood.org)**

Potosky, Harriet E.

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**From:** King, Suzann M - BOE Office  
**Sent:** Wednesday, April 04, 2012 2:24 PM  
**To:** Williams, Stephanie P; Potosky, Harriet E.  
**Cc:** Rose, Glenda; Sequeira, Martha  
**Subject:** FW: comment - school related fund raising

Good afternoon.

The following comment was sent to the BOE mailbox.

**Suzann M. King**  
**Staff Assistant, Policy and Communications**  
**Office of the Board of Education**

Phone: 301-279-3617

Fax: 301-279-3860

Email: [Suzann M King@mcpsmd.org](mailto:Suzann_M_King@mcpsmd.org)

**From:** Veronica Stanley [mailto:veinfi@gmail.com]

**Sent:** Monday, April 02, 2012 10:07 AM

**To:** BOE Mail; Ikheloa, Roland; Docca, Judy; King, Suzann M - BOE Office; O'Neill, Patricia; Brandman, Shirley; Steinberg, Laura; Barclay, Christopher; Berthiaume, Laura; Kauffman, Phil; Yorro, Kathy; Durso, Michael A.; Xie, Alan

**Subject:** comment - school related fund raising

Hello All,

I would like to say that my husband and I are against asking children to do fund raising for their school by means of selling things. It is not our student's job to be sales people for the school. Usually, parents do it for them anyway and most parents I speak with dread having to do it. Kids are pressured into selling through the offering of prizes and rewards. There should be no pressure on them to participate. Because my husband and I refuse to participate, my son feels like an outsider. This is unacceptable in our view.

Thank you,  
Veronica Stanley

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~~

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63 b) Supporting activities that benefit the student body

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65 c) Providing supplemental funds to help defray the

costs of optional activities that enhance MCPS

programs

~~d) Providing supplemental materials or equipment that~~

~~enhance the instructional program or the~~

~~administrative functions of the school~~

*does this omission mean  
that supplemental  
materials are  
prohibited?*

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

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.

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81 3. Neither parent or community groups, nor students are not

82 expected to raise funds to support specific programs or

## SESPTA Comment on Fund-Raising Policy Changes

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The Sherwood Elementary School Parent Teacher Association (SESPTA) appreciates the opportunity to comment on the proposed revisions to the framework of school-related fund-raising activities (regulation CND) that is being considered by the Montgomery County Public Schools (MCPS). While SESPTA supports MCPS' historical policy in this area and sees no issues with most of the proposed revisions, SESPTA is concerned that the proposed revisions remove supplemental materials, equipment, and staff support from the list of shared purposes for fund-raising. In this time of significant pressure on MCPS and school budgets, it makes no sense to reduce support for instructional programs, administrative functions, and staff development. To the contrary, MCPS should be even more supportive of such fund-raising as it will benefit the children of Montgomery County.

Sherwood Elementary School (SES) serves an economically, socially, and ethnically diverse community in the northeast part of the county. Approximately 16% of the population now or in the past have received free and reduced meals (FARMS), and 11% are receiving special education services (SPED). SESPTA fund-raising provides substantial benefits to all SES children, particularly those from less advantaged backgrounds. For example, SESPTA fund-raising helps support student aid for instructional programs and activities, such as field trips, yearbooks, and the book fair.

Historically, SESPTA fund raising has provided important support for supplemental materials and equipment that have been vital to the MCPS goal of a common school experience for all students. In the past couple of years, SESPTA has been able to raise the funds to purchase and donate the additional Promethean Boards needed to fill *all* of the classrooms. Without this support, some SES students would have been denied the benefits and common school experience that MCPS made available to the majority of SES students. In addition, SES was able to obtain a computer lab and use it for valuable instruction many years before it would have been possible through the MCPS Technology Modernization initiative. This allowed hundreds of children, particularly those from less advantaged backgrounds, to receive the benefits of enhanced instruction and computer literacy at the same time that other children throughout the school, county, and nation were also receiving those benefits.

The stated reason for removing supplemental materials, equipment, and staff support from the list of shared purposes for fund-raising is that it is addressed by another, recently adopted regulation. Upon examination, this justification does not make sense. In fact, the revised regulation that is referenced—Regulation DJA-RB—*supports* rather than makes unnecessary a school-related fund-raising policy that explicitly authorizes support for instructional programs, administrative functions, and staff development. The new regulation adopts appropriate accountability provisions for the acceptance of materials and equipment using non-appropriated funds. Such accountability provisions would not be particularly relevant or

necessary in the absence of fund-raising support for supplemental materials, equipment and staff support.

Accordingly, SES PTA respectfully asks that MCPS not eliminate or revise the following language in its school-related fund-raising policy (CND, page 3, lines 69-74):

- d) Providing supplemental materials or equipment that enhance the instructional program or the administrative functions of the school
- e) Providing supplemental support for staff to participate in professional development activities.

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

**Responsible Office: School Performance**

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

School-Related Fund-Raising

**A.     PURPOSE**

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

**B.     ~~PROCESS AND CONTENT~~ISSUE**

**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.~~

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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

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63 b) Supporting activities that benefit the student body

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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 ~~P~~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 ~~7~~6. 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 ~~8~~7. **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 ~~9~~8. 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  
regulation

~~i) Fundraising activities are not to include  
residential door-to-door sales by any students.~~

124

125

126

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regulation

127

~~a) The principal must authorize in advance and in  
accordance with this policy all fund raising activities  
conducted by school-sponsored organizations or clubs and  
individual school classes or grade-level groups.~~

Moving to  
new  
regulation

~~b) The deputy superintendent must authorize in advance  
all fund raising activities conducted by countywide  
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 ~~d) 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**

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2. Understanding and communication about the needs and resources of the schools and community
3. Transparency in purpose and implementation of fund-raising activities and appropriate accountability for such activities

4E. **IMPLEMENTATION STRATEGIES** ~~of These Guidelines~~

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

4F. REVIEW AND REPORTING

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

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