

FUNDRAISING POLICY MAPLEWOOD K-8 PCEP

GENERAL

- All fund raising activities must have prior approval by the PCEP Board.
- Announcements for the activities should clearly state that the activity is a fund raiser and whether it supports the PCEP-wide activities or grade-level activities.
- Fundraisers shall have a net return of at least 40%.
- Fund-raisers which benefit the program with cash rather than goods are preferred.
- Fund-raisers which benefit a Co-Op family's business (e.g. book sales) are prohibited.
- Fund-raisers which require our families to open/use specific credit cards, register for special long-distance carriers, or similar marketing-based programs are discouraged.
- Proposals for fund raising activities should be submitted in writing to the Board at the May Board meeting. Proposals should be available to the Executive Board at least two weeks prior to the board meeting for general questions. It is encouraged that a representative of the fundraising committee be present for proposal to the board.
- Vendor presentations to the Board must be approved prior to scheduling. Vendor presentations to the entire parent community are discouraged.
- All monies raised are delivered to the PCEP treasurer for deposit and accounting.
- Fundraising committee must obtain any special licenses and permits to complete approved fundraising activities.

PCEP BOARD APPROVED FUNDRAISING COMMITTEES

Individual fund-raising for grade-levels is generally not encouraged. However, fund-raising for three grade-level events has been approved: 6th grade Outdoor School, middle-school special events to include dances and graduation activities, and Adventure Learning Club events and activities

- Separate fundraising committees will be organized and responsible for fundraising activities for 6th grade Outdoor School, Middle School activities, and Adventure Learning Club.

Guidelines for the formation of the 6th Grade and Middle School Fundraising Committees are as follows:

1. In April of the prior year, the members of these committees will be selected and meet to formulate a Fundraising Plan for the forthcoming year.
2. The 6th grade committee will represent both 6th grade classes in the forthcoming year. The middle school committee will represent all 7th and 8th graders in the forthcoming year. Adventure Learning Club will represent 7th and 8th graders that will participate in ALC activities and events.
3. Each committee will estimate fundraising revenue needed for the forthcoming year based on information provided by grade level teachers and the current grade level Fundraising Committee.
4. Each committee will select a Chairperson, Secretary and Bookkeeper at their first committee meeting:
 - The Chairperson will be the contact person to the Parent Coordinators, PCEP Board and grade level families.
 - The Secretary will take minutes at all committee meetings and document all events, summarizing what occurred along with recommendations regarding future areas of

improvements for the following year's committee; this information will be maintained in a fundraising notebook. The 6th grade comprehensive notebook will be given to the 5th grade Parent Coordinator by April 1st. The Middle School notebook will be given to the 7th grade Parent Coordinator by April 1st.

- The Bookkeeper will keep detailed records of income and expenses, communicate all accounting information and transfer all revenue to the PCEP Treasurer in frequent intervals; these funds will be placed in the PCEP General Fund.
5. The committee will submit the Fundraising Plan (which includes the total fundraising dollar amount requested) to the grade level Teachers and the grade level Parent Coordinators prior to submitting the Fundraising Plan to the PCEP President and PCEP Treasurer for PCEP Board approval at least two weeks prior to the May Board Meeting; this will occur well in advance to commencement of any fundraising activities. The Fundraising Plan should include specific ideas for raising funds for grade level needs.
 6. After receiving necessary approval, the committee will communicate the Fundraising Plan as well as expectations and requirements of each student to the grade level families and provide status reports on fundraising activities.
 7. For 6th Grade: Communication regarding results of fundraising activities for each 6th grade family will be distributed at least two weeks prior to the camp date along with requests for additional revenue required to cover each 6th grade student's Outdoor School expenses.
 8. Total Middle School fundraising will be limited to a maximum of 30% of the current Middle School classroom budget as defined in the PCEP budget at the beginning of the fiscal school year (e.g., the 2013-14 Middle School Budget is \$14,500, max = \$4250).

Excess funds from fundraising activities that are available after all expenses have been paid at the end of the fiscal school year will be transferred to the PCEP General Fund.