

# Regulation

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy DJC  
Responsible Office: DEVELOPMENT OFFICE

### **SPECIAL PROJECTS FUNDRAISING**

#### **A. PURPOSE**

To establish procedures for the development, implementation, and management of fundraising for special projects.

#### **B. BACKGROUND**

The procedures for the development, implementation, and management of fundraising for special projects extend only to AACPS offices, departments, divisions, schools, and school personnel seeking funding on behalf of the schools for the school system.

The regulations do not extend to individual school fundraising activities developed and implemented by community-based organizations, and school-based organizations such as PTA/PTSOs, booster clubs, and school foundations. Funds from these sources and other types of donations must comply with all policies subsumed under AACPS Policy K: School-Home-Community Relations and Policy DJ: Fiscal Management.

#### **C. DEFINITIONS**

1. *Fundraising*: the process of raising money from individuals, community organizations, and businesses for the purpose of supporting programs and activities that support the goals of the school system.
2. *Special project*: a fundraising activity or event, managed at the Central Office level, that is conducted to raise money or resources for a specific program or activity. Examples include scholarship drives, benefit concerts, fundraising dinners or dances, and fundraising auctions.

#### **D. IMPLEMENTATION PROCEDURES**

1. The Superintendent/designee has approval authority for all special projects developed and implemented by AACPS.

2. Management of all funds from fundraising for special projects must comply with all policies subsumed under AACPS Policy D: Fiscal Management.
3. The Development Office is responsible for initiating, developing, and supporting major fundraising projects with AACPS that have systemwide impact.
4. Fundraising for special projects must NOT:
  - (a) Promote or endorse the use of drugs, alcohol, tobacco, firearms, or illegal substances.
  - (b) Promote or endorse games of chance.
  - (c) Violate the non-discrimination policy of AACPS.
  - (d) Endorse any political or religious policy or belief.
  - (e) Require student participation.
  - (f) Affect a student's grade, academic standing, or academic eligibility for participation in extracurricular activities.
  - (g) Disrupt the regular school program.
  - (h) Exploit AACPS students or personnel.
  - (i) Require more effort to conduct the fundraiser than the benefits received.
  - (j) Conflict with AACPS Policy K: Student Fundraising Activities.
5. No employee of the school system or his/her immediate family members may receive personal benefit as a direct result of participation in a fundraising project. (Ref. Policy BAF: Conflict of Interest)
6. Offices whose budget and/or operations are directly affected by proposed projects must be included in the project development. This includes, but is not limited to, staff development, technology, transportation, budget and finance, human resources, and facility services.
7. The Development Office is responsible for collecting, at least annually, fundraising information from all schools and offices.
8. The Superintendent directs the Development Office to create and distribute guidelines for development and implementation of fundraising for special projects.

*Regulation History: Developed by Superintendent 4/5/06  
Reviewed by Board of Education 9/6/06  
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*Note previous regulation history: None. .*