



## Fundraising Guidelines for Schools

Each principal is requested to use the utmost discretion in approving fundraising activities conducted by classes, organizations, and affiliated parent groups. The principal need not authorize any money raising activities unless he or she desires. The annual school budget provides sufficient funds to offer an enriched educational program.

Each school principal is directly responsible for all types of pay entertainment or money raising activities in his or her school or sponsored in any manner by his or her school. Parent-teacher committees or faculty-student committees should work in full cooperation with the principal and under his or her supervision in planning special programs and activities or in conducting any activity that involves the raising of money.

Long-range planning in scheduling the sale of school pictures, conducting parent organization carnivals, booster club projects, etc., is necessary so they are spread as evenly as possible throughout the school year.

All groups and organizations will follow the following guidelines:

1. All requests must be submitted to the principal for his or her approval in advance. Requests from musical, athletic, agriculture, drill teams, and other similar groups must be presented to the principal by the director or sponsor.
2. There is a limit of two activities to be endorsed by the principal per school year for each official club, organization, or affiliated parent group.
3. All projects that are routinely spread throughout the school year count as one activity, e.g., the sale of advertisements of either football programs, or the yearbook, the sale of either wearing apparel, or school supplies.
4. All student groups must deposit their proceeds in the school's activity account.
5. All parent groups shall establish their own activity accounts. It is not accepted business practice to co-mingle parent group funds with school activity accounts, use school tax exempt numbers or school bulk mailing service.
6. Students in grades K-5 should not participate in any door-to-door sales projects.
7. Programs of educational value must be given preference by the principal over activities primarily for the raising of funds.
8. Pay entertainment programs cannot be held during school hours. This is a program where students pay for a ticket and get out of class to see a presentation.
9. No coercion should be exercised in fundraising activities, and no individual student or teacher is required to raise any particular minimum amount of money or to sell any minimum number of tickets, etc.
10. Fundraising activities may result in sales, which are subject to Texas Sales Tax. It is the responsibility of each campus, student and parent/booster

organization to comply with the Sales Tax law as it applies to his or her fundraising activities.

**A word about raffles...**

Raffles are gambling. Gambling is unlawful in Texas unless it fits into a couple of defined exceptions.

If your organization qualifies as a 501(c) (3) non-profit:

- You may only run two raffles in a given calendar year
- You may not sell tickets to two separate raffles in the same time period
- You must announce up front the date the raffle will take place
- If you cannot award the prize on the date of the raffle, you must set a new date within 30 days or offer to refund all raffle ticket buyers.

PTAs, Project Graduation and the Education Foundation are 501(c) (3). There are a few other restrictions regarding use of proceeds, promotion, disclosure restrictions and raffle prize restrictions. Please be familiar with them before taking on a raffle for your PTA or Project Graduation.