

Student Activity Funds vs. Booster Club, PTA or Alumni Association Funds

1) **Elements of a Student Activity Fundraiser.**

- A. A Faculty or Staff Member is in charge of the event. This fundraiser is to support a school group or activity in which this employee is involved.
- B. The parental involvement with this activity is limited to "helping out". No outside organization such as a PTA, Booster Club or Alumni Association has taken ownership of the event.
- C. Students are involved in the selling, producing or marketing of the goods or services being sold. These students were recruited to help out by the Faculty or Staff Member.
- D. Work is done during school hours, on school grounds and by school employees to manage and promote this activity. (i.e. Distributing goods, collecting money, issuing receipts, putting flyers in the halls, promoting it on the morning announcements.)

Note # 1 When a public employee is in charge of a fundraiser to support a school group or activity, the money raised becomes "Public Funds" and must be deposited with the Board of Education's financial institution. All "Public Funds" must be deposited within 24 hours.

Note # 2 A group of well meaning parents which get together to raise money for the student activity is **NOT** automatically a Booster Club, PTA or Alumni Association. These outside supporting organizations must be properly established as a 501(C) (3) corporation with a Tax Free ID number. They should have a corporate charter complete with by-laws and officers.

Note # 3 All support (in excess of \$200.00) received from the Booster Club, PTA or Alumni Association must be formally recognized by Board Resolution. A summary at the end of a sports season may be appropriate for many Booster Clubs.

Note # 4 All paperwork generated must clearly indicate that this event is sponsored by the Akron Public Schools. The group name or school name should be on all documents such as receipts, fundraiser requests and profit and loss statements.

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- 2) **Elements of a Booster Club, PTA or Alumni Association Fundraiser.**
- A. A Parent or Non-School Employee is in charge of the event. The fundraiser is to support the PTA, Booster Club or Alumni Association's efforts to help with a certain expense such as "The Band Trip" or "New Soccer Uniforms".
 - B. The parents have taken charge of this activity through their outside organization such as a PTA, Booster Club or Alumni Association. Their group has formal meeting minutes showing that the group has decided to run this event.
 - C. Students may be involved in the selling, producing or marketing of the goods or services being sold. However, these students were recruited to help out by their parents.
 - D. All work done by school employees is done after school hours to manage and promote this activity. (i.e. Distributing goods, collecting money, issuing receipts, putting flyers in the halls.)

Note # 1 When a fundraiser is managed by an outside group or organization, the money raised can be handled in the manner that the group deems appropriate. Deposits can be made as often as that group deems necessary, it is not Akron Public Schools' money and we cannot dictate how it is handled.

Note # 2 A group of well meaning parents which get together to raise money for the student activity is **NOT** automatically a Booster Club, PTA or Alumni Association. These outside supporting organizations must be properly established as a 501(C) (3) corporation with a Tax Free ID number. They should have a corporate charter complete with by-laws and officers. By having their group set up in such a manner, they avoid many tax headaches should the IRS decide to audit their books.

Note # 3 All support given by the Booster Club, PTA or Alumni Association should be tracked on very detailed records showing exact dates and amounts received and paid out..

Note # 4 All paperwork generated must clearly indicate that this event is sponsored by the outside organization. The group name should be on all documents such as receipts and flyers to clearly indicate that this is **NOT** a school sponsored event.