
I. PURPOSE

The purpose of this policy is to establish the conditions for permitting fundraising for Athlos Academy of Jefferson Parish, on school grounds, and delineates the appropriate use of the monies raised from the fundraising activities. The guidelines outlined in this policy are intended to provide Athlos Academy of Jefferson Parish with the ability to raise funds without pressuring students, patrons, and/or community members to support or participate in fundraising activities.

II. DEFINITIONS

- A. School-allowed groups are groups that are authorized by the school, Governing Board, or board committees, including the official parent organization and curricular school clubs, activities, sports, classes, or programs.

III. POLICY

- A. The Athlos Academy of Jefferson Parish Governing Board delegates to school administration the responsibility of administering this policy.
- B. Conditions for garnering approval of fundraisers:
 - 1. Approved fundraisers must be aligned to the vision and mission of the school and must support approved school programs or the school's general operations.
 - 2. All school fundraisers must be submitted in writing to the Lead School Administrator for review and authorization.
 - 3. A schedule of anticipated fundraising activity shall be submitted by each school-allowed group to the Lead School Administrator at the beginning of the school year.
 - 4. Fundraising at the school level may be adequately reviewed with the school's insurer to evaluate and manage risks associated with such activities, subject to recommendation by the Lead School Administrator.
 - 5. Fundraisers cannot involve door-to-door sales.
 - 6. Students must not be compelled or pressured to sell or purchase products or services through a fundraiser.

Fundraising Policy

7. Students who choose to not participate in a fundraiser may or may not benefit from the proceeds of the fundraiser at the discretion of the school staff overseeing the fundraiser in consultation with the Lead School Administrator.
 8. The intended use of revenues resulting from the fundraiser must be declared prior to implementing the fundraiser.
 9. Conflict of Interest forms must be completed when persons employed by or affiliated with the school are also have a financial or controlling interest or access to bank accounts in the fundraising organization or company.
 10. Fundraisers conducted on campus involving food must meet USDA School Nutrition Guidelines.
- C. School-allowed groups may apply to school administration to hold fundraisers outside the school community pursuant to the above-mentioned conditions.
- D. Revenue raised from fundraising activities shall:
1. Be compliant with established cash handling policies, and all expenses must be in accordance with established school policies and procedures;
 2. Supplement school-sponsored academic and extra-curricular programs; and
 3. Be handled pursuant to LA. R.S. 17:414.3(B) and other applicable state law regarding public funds.

Legal References:

[LA. R.S. 17:414.3](#) (*School fund; management, expenditure, and accounting; duties of school principal; accounts for certain closed schools; committees; creation and authority; policies*)

[LA. R.S. 24:515](#) (*Accounts of offices, boards, commissions, agencies, and departments; records of general fixed assets*)

[LA. R.S. 39:1301 et. seq.](#) (*Louisiana Local Government Budget Act*)