

Questions from Fundraising Master Class:

1. What are the guidelines regarding Booster Clubs specifically hosting the snack bars at athletic, ASB and extracurricular events? Per Pub 465, page 58, *“No booster club may sell refreshments to the general student body at school events and retain the profits, except on a concession basis with a commission paid to the student body.”*
  - It is recommended that the amount of the commission be agreed upon prior to the event.
  - Scheduling of Booster Club fundraising is the principal’s discretion. The principal should take into consideration that the fundraising activities of the general student body and its clubs/classes take precedence over the outside organizations, such as a booster club.
2. Please discuss do’s and don’ts for fifth grade fund-raising activities (T-shirts, dances, picnics, whatever) Since 5<sup>th</sup> graders are one portion of the entire student body, any activity that the general student body does for the 5<sup>th</sup> grade must be repeated on a yearly basis. By doing so, this will satisfy one of the objectives of the general student body which is to promote the general welfare and morale of the students.
  - How to fundraise for these culmination activities? All fundraising activities should follow the guidelines outlined in the Fundraising Checklist on page 3 of Pub 464 Student Body Policies and Procedures.
3. Can a school sell food to parents after/before holiday program, during instructional time? *“after/before holiday program,...”* When conducting a fundraiser, a school must submit a Request for Authorization form. The Request for Authorization must indicate the date and time frame of the event.
  - During instructional time?” – Per Pub 464 (page 51, item #5) and Pub 465 (page 59, item #6) the principal must *“Ensure that no group other than the general student body (and cafeteria for secondary schools) is soliciting on campus during the school day.”*
4. Can home-made baked goods be sold at a bake sale? Yes, if the following are satisfied:
  - There is an approved authorization request to do the bake sale event;
  - The bake sale will start at least 30 minutes after the last instructional time;
  - The food facility (the location serving or preparing the food) has a valid health permit.
  - The food preparers comply with the rules set forth by:
    - School Board
    - National School Lunch Program
    - Student Health Services Division
    - Los Angeles County Health Department
    - California Uniform Retail Food Facilities Law
  - Those serving or selling non-prepackaged food on campus must have a Food Handler’s Health Certificate, which can be issued by the school nurse
5. Can fundraisers take place during recess? Yes

6. Can Booster Clubs host a table at Back to School Night, Open Houses, Orientations and such just like any other agency offering a service? It is a common encouraged practice to bring community agency representatives to such events. **Yes only if it does not include a fundraising activity.**
7. Can teachers utilize Scholastic Books catalogs to sell books to students? Transaction is: The teacher gives a book catalog/book order to students. Parents send money. The teacher directly manages the money/checks received. Sends money directly to Scholastic Books given to students. Education Code 51520 **prohibits teachers** or others **from soliciting students during the school day** or one hour before or after school unless the solicitation is for a charitable organization or an organization under the control of the district and has been approved by the board. With the approval of the principal, a better option would be to have the catalogs available in the Main Office for pick up by interested parties.
8. What about “Super School Classes” and our REC or after school daycare. Both of these are run by Parent Booster. How are the funds handled and what accountability do we have as a school and what accountability do they have to the school? **Booster Clubs are separate legal entities of the District. Booster Clubs are responsible for their own operations and accounting practices.**
9. I have “Kona Ice Truck” once-a-week come on my campus to sell. Can they park outside of the school? If so, can they sell if it is 30 minutes after school?
  - “once-a-week” **No fundraising activity can be continuous and/or regular. It should be scheduled intermittently.**
  - **Unapproved snacks and/or beverages can only be sold at least 30 minutes after the last instructional time. “Kona Ice” is not in the list of snacks or beverages approved by the Food Services Division.**
  - **“Kona Ice Truck” ..... on my campus to sell.... 30 minutes after school” Yes, as long as all security measures are in place to ensure everyone’s body’s safety.**
  - **Do they have to be 500 feet from my school? “Can they park outside?” Vendors at or near the school perimeter must comply with the City of Los Angeles Municipal Code 80.73 that prohibits them from selling items within 500 feet of the school.**
10. Please clarify if a booster club needs to file the Leasing Special Event paperwork vs. Civic Center Permit. They are different forms. **Leasing and Special Events fall under the purview of the Office of Risk Management and the Facilities Division. We will contact the Office**
11. What is the required percentage that the booster club needs to pay to ASB if booster runs a concession stand? **There is no required percentage. However, it is recommended that an exact amount of the commission be agreed upon must be agreed upon prior to the event.**
12. What defines a club? Does a club have to have a constitution on file in ASB/student store and approval or status from ASB?

**A club must:**

  - **An approved application with the financial manager (student store).**
  - **Have a valid constitution**
  - **Have a budget**

**Once organized it must:**

- Holds regular meetings
- Have agendas and minutes
- Be self-supporting must be self-supporting
- Supervised by a faculty member

The faculty sponsor must:

- Approves the club's schedule of the meeting
- Attend the scheduled meetings
- Approve of all events
- Develop the budget
- Supervise the collection of funds

13. Can a food truck sell during school day, on campus, during the four allotted days that any group can sell at the same time as the student store? **No**

- Per Pub 464 and 465, "Food items **may not** be sold during the school day from vending trucks on the school ground.
- Only approved snacks and beverages (per Food Services Division list) can be sold during the 4 allotted days that any group can sell at the same time as the student store.
- Vending trucks on school grounds can be approved by the Office of Risk Management.

14. Can the nurse give Food Handler's Clearance to PTO, PTA, PTSA, and booster members? **Yes**

15. There are services available to educators such as Donors Choose that facilitate donations of items and money. Will the new bulletin address these opportunities that are teacher-initiated? **Although this question does not pertain to student body, we will make every effort to seek an appropriate and correct response.**