

**AGMS PTO**  
**Fundraising Policies and Guidelines**

**2017-2018**

- 1) All funds raised will be distributed by PTO budgeting rules.
- 2) There is one main sources of PTO fundraising: the annual Invest in Excellence Campaign. All additional fundraisers must be approved and conducted in accordance with this policy.
- 3) It is the intention of the PTO to minimize the need to collect money for supplies, events and other needs outside of fundraisers. Fundraising should cover all budgeted expenses for items OR budgeted expenses should be adjusted to meet the funds raised. There will be exceptions to this guideline including:
  - a) Purely social events. Attendees will be charged fees to cover costs of the event.
  - b) Field trips. Parents may be expected to cover the costs of such trips. The PTO may assist with scholarships for students who cannot cover the cost.
  - c) Clubs or Optional Activities (like sports, student council, etc). Participants may be charged a fee to participate in any clubs or optional activities.
- 4) Teachers and staff will be discouraged from asking parents to make significant individual or group donations of money or in-kind gifts to their classroom. Teacher and staff needs should be submitted to the school administration to ensure equitable distribution of funds and to encourage parents to contribute to approved fundraisers that benefit the entire school. This guideline does not apply to small supply needs for classroom parties or projects or standard school supplies.
- 5) All existing/traditional fundraising plans should be communicated through existing channels. No additional review is needed.
- 6) Any **new** fundraisers or **changes** to fundraising events should be presented to the PTO Executive Board and school administration. We make this request of all AGMS organizations (whether part of PTO or not) to ensure coordination of facilities and to avoid overlap or duplication of events. All fundraisers must be conducted in accordance with applicable CMS and PTO policies.
  - a) The PTO Executive Board will consider new fundraising ideas at its regularly scheduled meetings. All proposals must be submitted in writing no later than **one week** prior to these meetings.

- b) Proposals for small events (in school only, dinner with proceeds, etc.) should be submitted **one week** in advance.
  - c) Proposals for medium events (longer than one day, requires flyers be sent home, etc.) should be submitted **one month** in advance.
  - d) Proposals for large events (Invest in Excellence campaign) should be submitted **several months** in advance.
  - e) Any business wishing to send a flyer home must obtain CMS and PTO approval.
- 7) Programs that involve a percentage of retail sales proceeds being remitted to the PTO that do not require any active efforts on the PTO's part (such as Harris Teeter VIC cards, Office Depot, etc.) are generally accepted and are not considered fundraisers for purposes of this policy.
- 8) Programs and initiatives, that generate income for the PTO, but are conducted primarily as a service to the school (such as spirit wear sales, student directory advertising, and student yearbook sales) are not considered fundraisers for purposes of this policy.
- 9) Donated or at-cost goods given for PTO events (such as food donated for a social event or prizes donated for a raffle) are not considered fundraisers for the purposes of this policy. Businesses making contributions of this kind may be recognized or thanked by the PTO as deemed appropriate by the PTO Executive Board. Recognition will be limited to inclusion on flyers regarding the events and other existing PTO communications media. PTO will not allow separate advertisements to be sent home with students as trade or payments for goods contributed.