

#### 4.3 COOPERATIVE ACTIVITIES

- a. A cooperative activity is one in which the school participates with outside groups such as the Parent Teacher Association (PTA) or booster clubs through planning, staging or conducting school-related activities. Such activities may be held on or off the school grounds and will usually take the form of fundraising events such as carnivals, paid entertainment or food sales.
- b. Such activities must be approved by the principal and be beneficial to students. School district procedures shall be followed to provide appropriate accounting for funds and to ensure compliance with policies contained herein. If a share of the proceeds is to be disbursed to the cooperating group, a prior written agreement should be executed.

#### 4.4 FUNDRAISING

School principals are to be made aware of, approve and oversee all fundraising activities and actions conducted on a school campus and approve all fundraising activities in the name of the school. Any fundraising activity conducted on school property is a school-connected activity.

- a. Each fundraising activity shall be planned to finance a specified objective.
- b. Each fundraising activity shall have the approval of the organization sponsor and the principal.
- c. The district superintendent acts as the custodian of all school property pursuant to s. 1001.51(4), F.S., and may delegate responsibilities to the school principal. The principal shall control the fundraising activities conducted in the name of the school and ensure that the purposes are worthwhile.
  1. Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property. Encouraging or permitting minors to participate in games of chance by playing or betting money or other valuable things is prohibited pursuant to s. 849.04, F.S. Only a charitable, nonprofit organization exempt from federal income taxation pursuant to the Internal Revenue Code may conduct raffles or drawings by chance in the name of the school if the organization complies with all applicable provisions of chapter 496, F.S., and s. 849.0935, F.S., and the raffle is not conducted on school property.
  2. Fundraising activities for which students are charged an admission shall not be presented during school hours.
- d. When any school organization or group is involved in a fundraising activity or any function exposing the district school board to extraordinary liability, approval must be obtained in advance from the superintendent or designee.
- e. Collections for all school-sponsored fundraising activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with district school board policy.

#### 4.5 RETENTION OF RECORDS