

**Cornerstone Montessori Elementary School****Fundraising Policy****I. PURPOSE**

The Board of Directors recognizes that to appropriately fund Cornerstone Montessori Elementary School (CMES), fundraising may be a necessary source of supplementary revenue. The Board also recognizes the importance of managing fundraising efforts to avoid overly burdening staff, families, and the CMES community.

**II. DEFINITIONS**

- A. Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly supports school programs and students.
- B. A charitable giving campaign means soliciting funds for a charitable cause not necessarily directly related to school-related programs.

**III. FUNDRAISING GUIDELINES**

- A. Acceptable forms of fundraising include fundraisers, grants, donations, and loyalty rewards programs like "Box Tops for Education." CMES will not participate in any door-to-door fundraising.
- B. The Board may form a Fundraising Committee(s) to aid in the fundraising efforts. The committee members may include parents, staff, students, or community members.
- C. School-wide fundraising goals must be developed in advance of the fundraising activity, including specifying the beneficiary of the funds and their specific purpose and be approved by the Board of Directors. Fundraising activities that occur within a classroom are excluded from this requirement (See IV. D).
- D. All fundraised monies will follow and comply with accepted accounting procedures. The person responsible for the fundraising event will work with the Head of School to lay out the fundraising plan detail and report on projected expenses, gross revenue, and net revenue; number of students or families involved; date started and completed. For on-going fundraising activities quarterly and annual reports may be requested. A final report will be given to the Head of School.
- E. All fundraising activities must comply with state law.
- F. Funds raised should complement – not replace – State and Federal funding.

**IV. FUNDRAISING RESPONSIBILITIES**

- A. It is the responsibility of the Board of Directors and Head of School to provide coordination of all fundraising for CMES. Fundraising activities that occur within a classroom are excluded from this requirement (See IV. D).
- B. As needed, a prioritized list of expenses tied to fundraising revenue will be drafted by the Head of School and approved by the Board as part of the annual budget.
- C. All possible grant applications must be approved at the outset and prior to submission by the Head of School (or designee) where a plan for writing the grant including review process will be developed, and the Board must be notified of submission.
- D. Fundraising activities that occur within a classroom must be approved by the Head of School.
- E. CMES expects all students, parents, staff and volunteers who participate in approved fundraising activities to represent the school and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

**References:** Minn. Stat. § 123B.36 (Authorized Fees)

**Approved:** April 21, 2015

**Revised:** November 20, 2018.