

## **River Montessori Charter School Fundraising Policy**

### **Definition:**

River Montessori Charter School is often looking for opportunities to raise additional funds for their programs. Fundraising campaigns are defined as organized efforts to solicit gifts and grants for the explicit purpose of enhancing River Montessori Charter School's budget in accordance with its mission. These charitable donations will arise from multiple private sources such as individuals, firms, corporations, groups, and/or foundations. This Policy applies to all forms of fundraising campaigns for the benefit of the School whether conducted by the School, River Montessori Foundation, or individuals or organizations outside of the School.

Examples of fundraisers include, but are not limited to, the following:

1. Items for sale, produced by the organization (e.g. bake sales);
2. Items for sale, directly related to the organization's mission or goals (e.g. plant sale by the garden committee);
3. Items for sale, directly promoting school spirit;
4. Services for sale;
5. Cash donations for raffles;
6. Resale of items (e.g. silent auction, rummage sale) donated to the organization;
7. Direct requests.

### **Guidelines:**

The following guidelines are applicable to fundraising activities by an organization on behalf of River Montessori Charter School property:

1. The fundraising activity must offer a benefit that is consistent with the School's mission.
2. The RMCS Board in cooperation with the sponsoring organization will create a fund development plan. Any fundraising event or request must be approved by the Director if it is not discussed in the fund development plan;
3. The purpose for which the funds are raised must not violate the River Montessori Charter School Charter in any way;
4. A member of the sponsoring organization must be present during the entire time of the event;
5. In the absence of an exemption, the sponsoring organization is responsible for ensuring the collection and reporting of applicable taxes;
6. The sponsoring organization must ensure that the fundraising event complies with all applicable federal, state, and local laws and regulations;
7. Fundraising events must be clearly identified by a sign indicating the name, good, service, price, and purpose of the event;
8. Commercial or corporate sponsorship of fundraising events is subject to review by the River Montessori Charter School Board of Directors;
9. River Montessori Charter School needs to adhere to all school policies regarding third party participants;

10. River Montessori Charter School reserves the right to approve the identity of a proposed third party sponsor;
11. RMCS reserves the right to restrict all fundraising activities to reasonable times, places, and manners;
12. River Montessori Charter School prohibits the following:
  - a. Third party fundraising through credit card or telephone card companies;
  - b. Sale or distribution of items that violate school codes, trademark rights, or existing contracts.

**Solicitations:**

Often, organizations wish to solicit goods and services from area merchants, to be utilized for raffles and silent auctions. When approaching area merchants, RMCS recommends the following:

- Begin by mailing a letter to merchants, which should be written on school letterhead. Specify a clear purpose of your desired partnership (e.g. silent auction) and the benefit to the third party (e.g. tax write off)
- If approaching the merchant directly, always take a letter of support with you. Merchants, typically, will not donate goods without a letter. Always dress professionally or wear School attire
- Do not solicit individuals or third party organizations for cash donations without first speaking with and gaining approval from an officer of the sponsoring organization.

**Additional Restrictions and Requirements**

RMCS acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, RMCS reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

All additional requests for funds or items e.g. wish lists other than in the Board approved budget will be reviewed by the director, who in consultation with the finance committee, will approve or deny such requests.

RMCS reserves the right to amend this policy at any time.