

SAN DIEGO COOPERATIVE CHARTER SCHOOL
PARENT STAFF ASSOCIATION



CLASSROOM FUNDS & FUNDRAISING ACTIVITIES
Policies and Procedures

Purpose: The purpose of the classroom fund is to provide a means for teachers to receive tax-deductible donations from parents who would like to fund small classroom expenses including supplies and field trips.

Solicitation of Funds: Because SDCCS is a public school, , and in order to comply with regulations regarding the tax-deductibility of donations, families **cannot** be required to contribute to a classroom fund. No family at SDCCS will ever be pressured to make a financial contribution, but should only give what they can afford. An effort should be made to recognize that parents contribute to the school in various ways, and volunteer time is just as valuable as financial contributions.

Fundraising Activities: If a classroom is undertaking a fundraising activity, it must be coordinated through both the PSA leadership and the Fundraising committee of the Board of Directors. This ensures the specific classroom activity will not conflict with the school's overall fundraising policy as set by the Board of Directors. It is also mandatory that the fundraiser clearly states how the proceeds will be used.

General Guidelines for Scope of Funds: It is at the discretion of the teacher to suggest a donation amount for classroom funds - as a general rule, cumulative donations should not exceed \$20 per month per family. If parents have a desire to give larger amounts to the school, they should be directed to the Board's Annual Pledge Campaign. If a teacher/parent will be fundraising for a larger goal (for example, a more costly field trip such as 5th Grade Science School), the PSA Treasurer should be notified and the goal should be coordinated through the appropriate fundraising committee.

Providing Donors with Receipts: It is the responsibility of the Classroom Coordinator or other classroom designee to provide parents with receipts for their donations. Please complete a "Donation Receipt" for each payment (see attached forms, also available on the website).

Submitting Payments: Preferably, contributions should be made by check, payable to "SDCCS/PSA." Cash can also be accepted, but any coins must be rolled (if they are in sufficient quantities) before they are submitted to the PSA Treasurer for deposit. Any unrolled coins may be subject to a \$6.00 bank service fee. Please complete a Deposit Transmittal Form, enclose all payments, and put in the PSA Treasurer's mailbox in the office.

Requesting Payments from a Fund: Teachers and/or Classroom Coordinators may request reimbursement checks for supplies purchased or checks made payable directly to vendors if amount/payee is known in advance. Teachers and/or Classroom Coordinators may also request cash advances, but must submit receipts to reconcile any outstanding cash advance before an additional cash advance can be made. Please complete a Payment Request Form or Advance Request Form and put in the PSA Treasurer's mailbox in the office. Please allow a week for processing of payment requests.

Unused Balances: Any balance left in a classroom fund at the end of the fiscal year (June 30) will be transferred to the general operating fund of SDCCS.

Questions? – Contact the PSA Treasurer: Virginia Bays 619-280-4034