

## PROCEDURES FOR FUND RAISING ACTIVITIES

In addition to its normal sources of revenue, the County Office of Education seeks financial support for some of its programs from both private and public grant sources, and from local community groups, organizations, private businesses and individuals.

It is very important that such fund raising be carried out with clear procedures that ensure the integrity of, and the positive community regard for the County Office of Education and that it ensures positive use of any obtained funds.

In some fund raising efforts it is necessary that the fund raising group or organization be classified as having nonprofit status; designated as 501 (C)(3).

To guard against negative criticism of the County Office of Education as a result of fund raising as described in this policy, the following procedures shall be followed for any fund raising carried out by County Office of Education staff or by any individual, group or organization seeking funding in the name of or under the aegis of the County Office of Education.

1. Fund raising involving the County Office of Education shall be authorized only after approval by the County Superintendent of Schools and the County Board of Education.
2. Nonprofit status shall be sought only after approval by the County Superintendent of Schools and the County Board of Education.
3. The leader of the fund raising activity shall be clearly identified in writing. The need for bonding shall be considered and decided upon by the Assistant Superintendent of Administration and Business Services.
4. Donations received by the County Office of Education from fund raising described above shall be maintained in an account and shall be subject to usual procedures for deposits and expenditures. The accounts shall receive periodic audits.

Adopted: 11/06/96

Reviewed: 1999; 2/2002