



# FUNDRAISING ACTIVITY GUIDELINES

The following rules/guidelines will apply to all fundraising activities.

1. The Fundraising Application must be approved and on file in the school office before any commitment is made to a vendor or the activity starts. The applications must be made annually for activities which are ongoing from one year to another (374-Exhibit).
2. A fundraising calendar will be established by the administration for fundraising activities out of the school. The calendar will be available for use in planning and every effort will be made to avoid multiple fundraisers taking place at any one time. Principals will coordinate the calendar with one another.
3. As a general consideration, organizations should refrain from product duplication when planning fundraising.
4. Food sales in the school may not occur during school hours.
5. Fundraising activities conducted by the school for outside charitable organizations (i.e. Jump Rope for Heart, Coins for Cancer) should also be placed on the calendar.
6. Ticket sales for regular school events, such as athletic contests, musical, school pictures, or similar regular building functions are not affected by the fundraising policy.
7. Per Wisconsin State Statute 103.24, parent/guardian written permission must be provided to the school before students under the age of twelve years may participate in any type of door-to-door fundraising activity. Children under the age of nine must be accompanied by a parent or a person at least 16 years of age.
8. At the elementary and middle school levels, emphasis should be on participation rather than competition. Every effort should be made to use funds raised for the benefit of the entire group.
9. No cash earned by the fundraiser will be paid directly to students or outside vendors. All payments should run through the Finance Office.
10. Money collected should be turned in to the business office daily. The advisor is responsible until the money reaches the business office. No money should be left in any classroom or staff member's office. Under no circumstances should money be sent through interschool mail or be taken home.
11. A financial report is to be given to the Finance Office at the completion of the fund raising activity. This report is subject to review during the district annual audit (374-Exhibit).
12. Any staff member conducting fundraising activities may not receive for his/her personal benefit anything of value from any person other than his/her employing school district as a result of involvement in the fundraising activity. Any gifts, prizes, or awards that are not given directly to the students involved or any refunds, rebates, or discounts that may result from the fundraising shall be the property of the District.
13. Advisors/chaperones participating in fundraising and supervision of students may share in revenues raised for costs of the trip.

## FUNDRAISER APPLICATION

### PITTSVILLE SCHOOL DISTRICT

Complete the top portion of the form and give to your building principal.

<b>NAME OF GROUP:</b>	<b>DATE SUBMITTED:</b>
<b>NAME OF ADVISOR:</b>	<b>GRADE(S) OF STUDENTS:</b>
<b>REASON FOR FUNDRAISER:</b>	
<b>PRODUCT(S) TO BE SOLD:</b>	
<b>WHERE PRODUCT(S) WILL BE SOLD:</b>	
<b>FUNDRAISER COMPANY:</b>	
<b>STARTING DATE:</b>	<b>ENDING DATE:</b>
<b>ANTICIPATED PROFIT:</b>	
<b>ACCOUNT IN WHICH INCOME WILL BE DEPOSITED:</b>	

**Approved (placed on calendar)**

**Not Approved**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**District Administrator**

\_\_\_\_\_  
**Date**

Complete the information below and turn in to the **Finance Office** with the final deposit.

<b>TOTAL RECEIPTS:</b>	<b>TOTAL EXPENDITURES:</b>	<b>TOTAL PROFIT:</b>

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## FISCAL MANAGEMENT

### EXPENDITURES

#### EXPENSE REIMBURSEMENT

671.2

##### Approved Travel - Reimbursement of Expenses

Reimbursement of expenses incurred by an employee or School Board Member as a result of approved travel while on school business shall be as follows:

1. Transportation costs shall be reimbursed for the method of transportation which results in the greatest advantage to the School District.
2. Lodging costs – preferred method is to have all lodging costs prepaid by the district. If not prepaid, then the costs shall be limited to the single rate per day when traveling to in-state or out-of-state functions and reimbursement shall not exceed actual cost.
3. In-state or out-of-state meal expenditures shall be limited to the standard IRS CONUS meal allowance rates. Rates will be updated on the Travel Expense Reimbursement Form annually. If you are paying for more than one person's meal, indicate the name(s) of the other(s).

Breakfast shall be paid only when required as part of a multi-day function (i.e., after the first day) and if a breakfast meal is not included with the cost of the event/conference.

Dinner shall be reimbursed when required as part of a multi-day function, or when the employee is scheduled to return home after 7:00 p.m., if a one-day function. A scheduled banquet as part of a conference is an exception to the above guideline.

All meal allowances shall be understood to include cost of tips. An employee may combine costs of individual meal allowances to determine a maximum limit for a full day. No expenditures for alcoholic beverages will be reimbursed.

4. Registration fees shall be reimbursed by the School District, if pre-approved by supervisor.
5. Receipts for all expenses, other than cab fares and parking, are to be turned in to the Business Office, attached to the Travel Expense Reimbursement Form.
6. The School District shall not reimburse expenses paid by outside agencies and any other source, nor shall they School District reimburse expenses incurred by a spouse traveling with an employee.
7. Mileage for school business purposes – reimbursement of mileage incurred as a result of school employees or School Board Members utilizing their personal vehicles for approved school business, when no school vehicle is available or if use of a personal vehicle is preapproved, shall be paid at the IRS standard mileage rate. Submit a Travel Expense Reimbursement Form.
8. Expense reimbursements for other than travel and meal costs –

Purchases an employee or Board Member makes with their own money or charge card for school supplies or other expenses must have prior approval from his/her direct supervisor. If the employee makes a purchase without prior approval, the District is under no obligation to reimburse.

The only exception to this is for pre-approved travel expenses where the exact costs are not yet known at the time of the request.

Reimbursement is requested on the Travel Expense Reimbursement Form or the Requisition Order Form, whichever is applicable.

*Legal Reference: Wisconsin State Statutes: 118.21(1), 118.21(3), 118.24(5), 120.10(4), 120.13(16) and (32)*

*First Reading of Revised Policy: March 14, 2016*

*Second Reading / Approval: April 11, 2016*

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## SUPPORT SERVICES

### FOOD SERVICES MANAGEMENT

760

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

The food service program is operated in conjunction with federal and state school nutrition programs, including the National School Lunch Program and the School Breakfast Program.

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's Director of Food Services shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the Director of Food Services includes the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the District's Business Office to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.
5. Arranging for and monitoring the completion of training received by the District's food service employees, including training related to food safety and the District's civil rights obligations.
6. Ensuring the proper dissemination and processing of free and reduced price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.
7. Ensuring that students who participate in the free or reduced price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.
8. Working with individual students and their parents or guardians and school to address special dietary needs.
9. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (1) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (2) the distribution of information letters to households with children attending schools in the District; (3) the appropriate posting of the most recent food safety inspection report; (4) the appropriate posting of the mandatory federal nondiscrimination poster; and (5) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.
10. Establishing a system to collect and report program ethnic and racial data on an annual basis.

#### District Nondiscrimination Statement and District Complaint Information

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures.

Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.

## SCHOOL BOARD POLICY 760 FOOD SERVICE MANAGEMENT

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Discrimination complaints regarding the District's food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.

### Legal References:

#### Wisconsin Statutes

<u>Section 97.33</u>	[school lunchroom management food protection practices certificate requirement]
<u>Sections 115.34 to 115.347</u>	[school nutrition programs generally]
<u>Section 118.13</u>	[student nondiscrimination]
<u>Section 120.10(16)</u>	[annual meeting authority to direct the board to provide student lunches]
<u>Section 120.13(10)</u>	[authority to expend funds for a food service program and to charge students and employees for such meals]
<u>Section 252.18</u>	[restrictions on handling foods]

### Cross References:

761	[Free and Reduced Price Meals]
762	[Vending Machines]
763	[Management of Student School Meal Accounts (including collection of lunch fees)]

### Administrative Regulations

PI 9.03(1)(i) [policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

### Federal Laws

<u>National School Lunch Act</u> , as amended	[school lunch program provisions and requirements]
<u>Child Nutrition Act</u> , as amended	[school breakfast and special milk program provisions and requirements]

### USDA Nondiscrimination Statement and Complaint Information:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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*Second Reading/Approval: April 11, 2016*

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**SUPPORT SERVICES**

**FREE AND REDUCED PRICE MEALS**

**761**

The school district shall offer free and reduced price food services to eligible students. Reimbursable meals shall be in accordance with state and federal guidelines pertaining to the National School Lunch and Breakfast Program. The final decision regarding eligibility in each situation will be made by the Director of Food Services or his/her designee, in accordance with established guidelines.

**Legal References:** Sections 115.34 Wisconsin State Statutes  
120.10(16)  
120.13(6) & (10)  
PL 91-248 National School Lunch Act and Child Nutrition Act of 1966  
Amendments of 1970  
PL 94-105 National School Lunch Act and Child Nutrition Act of 1966  
Amendments of 1975

**Cross Reference:** 760 [Food Services Management]

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**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **SUPPORT SERVICES**

### **VENDING MACHINES**

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Vending machines dispensing food or beverages are permitted in the school building with the approval of the school principal, provided it is not competing with the school food service program or the fundraising activities of any school classes, clubs or organizations.

Beverage or food vending machines shall be located as authorized by the school principal. Operational and financial management of these machines shall be directed by the principal in accordance with state and federal regulations and applicable District policies and procedures.

Vending machines are authorized in teachers' lounges subject to the approval and direction of the school principal.

No food or beverage vending machines other than authorized above are permitted in school buildings.

**Legal Reference:** Section 118.12, Wisconsin Statutes  
Child Nutrition and WIC Reauthorization Act of 2004  
U.S.D.A. Food and Nutrition Services [7 CFR parts 210 and 220]

**Cross Reference:** 760 [Food Services Management]  
458 [School Wellness]  
662.1 Student Activity Fund Management

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**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**SUPPORT SERVICES**

**MANAGEMENT OF STUDENT SCHOOL MEAL ACCOUNTS (INCLUDING COLLECTION OF LUNCH FEES) 763**

The School District of Pittsville utilizes a computer software program to keep track of family accounts. As the student purchases meals and/or milk, an offsetting charge for that meal will be made against their family account. Since this system depends on paying for meals in advance, families must keep a positive balance in their account. Accounts below \$25.00 will be notified weekly using email and the SchoolMessenger alert system. If an account gets below zero, a notice will be sent out stating if the amount due is not paid in five (5) working days, the student will no longer be able to participate in the breakfast and/or lunch program. When sufficient money has been added to the account, student(s) can once again participate in the school's breakfast/lunch programs. Applications for Free and Reduced Priced Meals are available in the office throughout the school year and on the district website.

All students are issued a Student Identification Number. This number is entered through a key pad at the beginning of the lunch line. Since it is impossible to keep the number confidential, a food service representative will monitor the process to insure students are using the correct numbers.

Prepayment of at least one week per child is recommended. You may send in any amount, whether it is daily, weekly, monthly, quarterly, semi-annually, or annually. Checks should be made payable to the "School District of Pittsville". Your canceled check is your receipt. If paying by cash, be sure to place the cash in a sealed envelope with the student's name and the amount enclosed. Money received after 9:00 a.m. will be applied to the next day's food service. If you are paying by cash and want a receipt, be sure to request one on or inside the envelope. You may also mail your payment to the School District of Pittsville, ATTN: Food Services, 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466. If you prefer, online payments can be made at [www.pittsville.k12.wi.us](http://www.pittsville.k12.wi.us); a \$2.50 per transaction fee will be charged at the time of online payment.

Checks returned to the School District as "NSF" or non-sufficient funds will be subject to a service charge of \$28.50. The family account will have the total of those amounts deducted from the balance.

At the end of the year, if a family no longer has children attending school or if a family moves out of the district, the family must request reimbursement of any balance in the family account and indicate where it should be sent. Funds for families with students continuing the following year will remain in the family account for the next school year.

If you have any questions regarding the Food Service Program, please contact the Food Services Department at 715-884-2517.

**Cross Reference:** 760 [Food Services Management]  
761 [Free and Reduced Price Meals]  
762 [Vending Machines]

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