

MILWAUKEE RECREATION

# Youth Sports

District Fundraising Policy and Information

# Table of Contents

<b>Youth Sports Office: Money Handling Procedures and Best Practices Student Activity Fund Management</b>	<b>3</b>
<b>School Fundraising Activities</b>	<b>6</b>
<b>Fundraising Request and Report</b>	<b>8</b>
<b>Fundraising Request and Report</b>	<b>12</b>
<b>Community and Parent Organization</b>	<b>14</b>



# Section 1

## Youth Sports Office: Money Handling Procedures and Best Practices

# Student Activity Fee Collection

---

All cash and checks associated with Youth Sports activities should **ONLY** be collected by the schools designated Sport Coordinator or main office staff. Youth Sports activity fees are non-refundable, and are considered a non-transferable expense if a student changes schools for any reason. Upon fee collection, a receipt should be given to the registered participant and the participation fee shall be physically handed over to the office staff member responsible for money handling in his/her school office immediately. Once received, the designated office staff member will ensure that all youth sports transactions have been properly recorded and that the funds are safely stored (Safe, Locked Desk Drawer, or Lock Bag) until they can be given to the school bookkeeper. At no time should cash or checks associated with Youth Sports Activities be collected by the designated team coach, go unrecorded during the collection process, or be stored in an unsecure location. *(MPS Departments and Offices Cash Handling Procedures)*

## Money Handling 101 (or Best Practices)

---

**Step 1:** Designate a school staff member who is responsible for the collection, safe storage, and recordkeeping of collected youth sports funds.

- Designated staff member **MUST** be Sports Coordinator or Main Office Staff.
- Designated staff member should have sole access to funds.
- Be sure students and parents are aware of the designated staff member.

**Step 2:** Ensure safe storage for all cash and checks associated with the payment of Youth Sports Activities. Options for safe storage include:

- Safe
- Locked Desk Drawer
- Locked Bag

**Step 3:** Provide specific information during the recordkeeping process.

- Participants Full Name/School ID#
- Date

- Amount Received
- Participating Sport(s)
- Check Number (If Applicable)
- Additional Fees Paid (If Applicable)

**Step 4:** Utilize a quick and efficient recordkeeping method.

- Pre-Numbered Receipt Book
- Excel Spreadsheet
- Department-Specific Software Program (i.e. Infinite Campus)

## Fundraising

---

All schools interested in conducting a Youth Sports Fundraiser must obtain signed approval from their school principal and regional superintendent via the Milwaukee Public Schools Fundraising Request and Report Form. For more information regarding school fundraising, please contact your school bookkeeper or reference Milwaukee Public School Administrative Policies **3.08 – Student Activity Fund Management**, **5.02 – Community and Parent Organization: Use of School Facilities**, and **7.22 – School Fundraising Activities**.



# Section 2

## Student Activity Fund Management

*(Milwaukee Public School Administrative Policy 3.08)*

# Student Activities Fund Management

---

1. Student activity funds are those funds generated within the schools and resulting from various school activities such as yearbook sales, social events, candy sales, bookstore sales, etc.
2. The Board expects these funds to be managed in accordance with the best business practices, including sound budgetary and accounting procedures. The Board may periodically approve regulations which establish proper safeguards for the administration of these funds.
3. The internal auditors of the school system shall visit schools selected for audit for the purpose of making a limited examination of the student activity funds at the schools. The purpose of these examinations shall be as follows:
  - a. To determine whether or not the school is following the established accounting procedures as outlined in the accounting manual for student activity funds;
  - b. To determine that disbursements from the student activity funds are properly supported and approved;
  - c. To recommend improvements in accounting procedures



## Section 3

# School Fundraising Activities

*(Milwaukee Public School Administrative Policy 7.22)*



# School Fundraising Activities

---

## 1. STUDENT/PARENT/STAFF PARTICIPATION

- A. Funds are raised for schools through fundraisers conducted by school staff and fundraisers conducted by parent organizations. At least one, but no more than two, fundraisers shall be allowed per year, per parent group.
- B. Fundraising efforts only by those recognized parent or student organizations and staff members whose purpose is to raise monies for the benefit of the Milwaukee Public School system shall be permitted. Fundraising activities must always be done in the best interest of the students. All school fundraising activities shall be approved in advance by the principal.
- C. Students' participation shall be on a voluntary basis with parental permission. Students participating in sponsored fundraising activities are not to be involved in door-to-door sales.
- D. Use of class time shall be limited to announcements to inform students of the fundraising activity and their options to voluntarily become involved. Fundraising activities are not to be conducted during regular school hours, nor shall the activities impinge on student or staff time during the regular school instructional day.
- E. No staff member shall engage in the sale of merchandise for fundraising purposes which is prohibited by local, state, or federal laws.

## 2. SALES INCENTIVES

- A. Sales incentives can be accepted by the school as part of the revenue from a fundraising activity. Individual staff members, students, or members of their families shall not receive sales incentives such as money, gifts, or merchandise from vendors or the school for their participation or sales efforts during a school fundraising activity. Individuals failing to comply shall be subject to forfeiture of not more than \$200.00 for each offense as provided by state law.
- B. Students participating in parent organization fundraising activity may receive a non-monetary token of appreciation. The token must be the same for all students who participated and not be based on the amount of individual sales.,
- C. Incentives may be given at the secondary level, providing that each participant has equal opportunity to win the award.

### 3. **VENDOR RELATIONS**

- A. All vendors for fundraising companies shall agree to abide by Board policies and administrative guidelines relating to fundraising in order to participate in any school fundraising activity. Vendors may discuss fundraising products with staff members only after receiving permission from the principal. Faculty advisors of school-related fundraising activities are prohibited from entering into private contracts with a vendor. Only the school principal is authorized to sign contracts for fundraising merchandise.
- B. Because the Board may be exposed to potential liability when it sanctions or is involved in the sale of coupon books (e.g., Entertainment Book, Gold C book), an indemnification agreement must be obtained prior to signing any contracts.
- C. No employee of the Milwaukee Public Schools or any school or parent organization shall actively solicit on behalf of the Milwaukee Public Schools or any individual school, donations of money, goods, or services from any vendor as a condition of doing business with the district.

### 4. **USE OF FACILITIES**

Prior to the scheduling of any activity requiring the use of the building for fundraising purposes, the faculty advisor or sponsor shall request a permit for the use of the building, which is to be approved by the building principal. The request shall include a statement setting forth the nature of the activity to be held, the date and time of the activity, the price of admission to be charged, and the purposes for which the funds realized are to be expended.

### 5. **RECORD KEEPING**

- A. Within one week after any activity for which admission is charged or concessions are sold, the faculty advisor or sponsor shall file with the principal a statement showing the receipts and disbursements connected therewith. All financial records relating to fundraising activities must be retained for a period of five years for audit purposes. The Board reserves the authority to examine the records of all fundraising groups.
- B. The funds derived from such activity shall be used for no other purposes than those approved in advance by the building principal.

### 6. **PARENT ORGANIZATIONS**

- A. Parent organizations must:
  - 1. be registered and approved by the school's principal;
  - 2. use the school's name within their own name;
  - 3. usually conduct meetings in the schools;
  - 4. meet and conduct business with the cooperation and assistance of the principal;

5. be dedicated to the welfare of the general student body or to a specific group of students within the student body;
  6. have open membership and open meetings on a regular basis;
  7. not be sectarian, religious, or political in nature.
- B. Because the school system does not wish to encourage gambling or games of chance, parent groups are strongly discouraged from using bingo games or raffles as money-raising activities. In the event that parent groups wish to proceed with the use of bingo games or raffles, the following rules shall apply:
1. School buildings may not be used in any way.
  2. Students may not be involved in any way.
  3. A permit must be obtained from the state of Wisconsin.

## **7. USE OF FUNDRAISING REVENUES**

- A. All revenues from school fundraising must be disbursed for the purpose for which they were intended and in accordance with established procedures. Funds unexpended or remaining due to unforeseen circumstances are to be kept as part of an appropriate school account.
- B. Funds remaining after payment of fundraising expenses conducted by parent organizations must be used for the direct benefit of the parent organization and/or the Milwaukee Public Schools.
- C. Funds derived by a student organization/activity/club shall be so expended as to be of direct benefit to the members of that organization/activity/club or the entire student body. The basic purpose of such funds is to promote the general welfare and morale of the students and to benefit them as a whole.



# Section 4

## Fundraising Request and Report



# FUNDRAISING REQUEST and REPORT

Office of Finance

Finwb001 (8008200)  
Rev. 4/8/22

## Section I

Sponsoring Organization \_\_\_\_\_ Date of Application \_\_\_\_\_

Type of Product \_\_\_\_\_ Per unit Selling Price \_\_\_\_\_

Purpose of Fund Raiser \_\_\_\_\_ Dates of Sale: From \_\_\_\_\_ To \_\_\_\_\_

Time of Sale \_\_\_\_\_ Location of Sale \_\_\_\_\_

Expected Receipts \_\_\_\_\_ Expected Expenses \_\_\_\_\_ Expected Profit \_\_\_\_\_

- Before this fundraiser is approved, the individual in-charge must attach certification from the MPS Learning Management System (LMS) showing proof of Fundraiser course completion.
- I agree to abide by all Board Policies and administrative fundraising guidelines as outlined in Admin. Procedures 7.22 and have completed the Fundraiser course in LMS.

\_\_\_\_\_  
Signature of Individual In-Charge and Date

\_\_\_\_\_  
Student Activity Account Permit Number (if needed)

\_\_\_\_\_  
Approved by Principal/School Leader and Date

\_\_\_\_\_  
Signature of School Bookkeeper/Secretary and date

\_\_\_\_\_  
Approved by Regional Superintendent/Regional Director of School Support (Required if anticipated fundraiser revenues are \$5,000 or greater)

\_\_\_\_\_  
School Name

## Section II

Receipts:			Expenditures:				
Date	\$	Amount	Date	Check #	Payee	\$	Amount
Actual Receipts TOTAL			Returned Checks	Attach Separate List			
			Journal Entries	Attach Copy (If applicable)			
			Place these Totals in the box below		Actual Expenses Total		

**Complete this section AFTER the fundraiser has been completed with the information from Section II (above).**

1A. Actual Receipts \$ \_\_\_\_\_ 1B. Actual Expenses \$ \_\_\_\_\_ IC. Profit/(Loss) \$ \_\_\_\_\_  
(If loss, advisor to explain on the reverse side)

_____ Signature of Individual in Charge and Date	_____ Signature of School Bookkeeper/Secretary and Date
---	--

*Retain a copy at your school for future audits and forward a copy to the Office of Finance, CS, Rm 1 or  
bookkeepercentral@milwaukee.k12.wi.us.*



# Section 5

## Community and Parent Organization

*(Milwaukee Public School Administrative Policy 5.02)*

# Use of School Facilities

---

The Board shall grant the use of school district facilities as follows:

## 1. USE OF DISTRICT

The District shall have first priority in use of its facilities to conduct its own activities. As used herein, school district facilities shall include, but not be limited to, all school buildings, field houses, playfields, stadiums, playgrounds, parking lots, and other district facilities.

## 2. USE BY SCHOOL-BASED PARENT GROUPS

School-based parent groups shall have second priority in the use of school facilities. Requests for use of a facility by school-based parent groups shall be directed to the school administrator, defined as the principal or lead teacher with budgeting authority, of the appropriate school district facility, who shall issue a permit to cover the authorized school-based parent groups' meetings.

## 3. USE BY COMMUNITY

### A. General Provisions

1. Individuals and groups in the community shall have third priority in the use of school district facilities. The use of school district facilities shall be granted regardless of the philosophical, political, or religious viewpoint of the individuals or groups requesting the use of school facilities. In addition, groups may request the use of school district facilities for speaker, panel, roundtable, debate, or discussion programs of the forum type on economic, social, and political subjects upon petition and in conjunction with applicable provisions.
2. The following provisions apply to use of school district facilities by the community:
  - a. The use of school district facilities shall be granted on a first-come, first-served basis as requests for use are received. No individual or group shall be allowed exclusive rights to the use of any school district facility or portion thereof in any given school year.
  - b. Use of facilities must be in compliance with all applicable state and local laws, safety standards, and building-code requirements, including, but not limited to, the requirement that a licensed engineer employed by the Milwaukee Board of

School Directors be on site for the operation of heating, ventilation, and air-conditioning systems.

- c. No request for facility use shall be considered unless it is made by an adult. All individuals or groups who use a school district facility must provide appropriate adult supervision for its activities and shall be responsible for the proper conduct of all persons using school district facilities under the permit.
- d. The District may not refuse to issue a permit for facility use unless the requested use conflicts with the interests of the District. Conflicts upon which community use may be denied include, but are not limited to:
  - interference with use of the facility for school or district purposes or school-related functions
  - lack of appropriate space or facilities
  - lack of necessary personnel or event supervision
  - safety concerns
  - potential for damage to the facility
  - insufficient insurance coverage
  - failure to abide by board rules, policies, or procedures
  - failure to keep current on monies owed to the District
  - use that constitutes illegal activity
  - allowing a facility-use permit to be used by any other individual or groups.
- e. Use of school district facilities shall not be granted to individuals or groups whose purpose in using the school district facilities is to make a commercial gain or personal profit, unless the individual or group has a Use of School Facilities Waiver Application on file that has been approved by the Office of Operations, Department of Recreation and Community Services. The sale of concessions or other goods is prohibited unless permission is granted in the Waiver. Any permitted use of facilities must be open to the public and free unless permission to charge admission or other fees has been granted in the Waiver.
- f. Individuals or groups using school district facilities shall be primarily liable for any damage to or theft of property, any personal injury, and any expenses incurred in consequence of any use of school district facilities or equipment and shall promptly reimburse and/or pay for costs associated with any such damages or expenses.



- g. No permits will be issued without a valid and current certificate of comprehensive general liability insurance as required by the Office of Finance, Department of Procurement and Risk Management. Such insurance is to name the Milwaukee Board of School Directors as an additional insured and certificate holder for the term of the event or activity.
- h. Use or possession of alcoholic beverages, tobacco, controlled substances, pepper spray, firearms, or other weapons is prohibited on school district premises.
- i. Informational flyers, advertisements, or any other publications issued by the group shall not indicate endorsement or sponsorship by the Milwaukee Board of School Directors or the Milwaukee Public Schools.
- j. New permit applications or requests for the renewal of existing permits may be refused by the District for infractions of district administrative policies and procedures. Appeals must be submitted in writing to the Office of the Superintendent.
- k. Failure to provide proper notice of cancellation to the Office of Operations, Department of Recreation and Community Services, at least 48 hours in advance of the permitted date of use will result in revocation of current and future permits and may result in an additional assessment of fees.
- l. Failure to comply with general provisions will result in revocation of all current and future permits and may result in an additional assessment of fees.

**B. Use of Facilities During “Hours for Free Meeting Use” on Days of Student Attendance**

- 1. To the extent practicable, a minimum of three regular classrooms, permanent cafeteria, and/or library, as designated by the school administrator, shall be made available for use for public meetings. The school administrator shall issue a permit authorizing such use.
- 2. “Hours for free meeting use” are permissible for up to four hours past final bell for all high schools and up to two hours past final bell for all other school district facilities.
- 3. Groups who are requesting permits for use during the “hours for free meeting use” and whose hours may extend beyond the free-time limit shall be charged a minimum of two hours’ facility use fees.
- 4. Organizations requesting room set-up service (such as tables, chairs, etc.), will be charged a flat fee per each date of use.

**C. Use of Facilities Other Than During “Hours for Free Meeting Use” on Days of Student Attendance**

1. Rooms are available on a fee-paid basis.
2. All requests for the use of a school facility outside of the parameters as defined under “Hours for Free Meeting Use” shall be directed to the Office of Operations, Department of Recreation and Community Services. A facility use permit shall be issued by this Department, pending approval by the school administrator and receipt of proper liability insurance coverage.

D. Use of Facilities on Weekends, Holidays, Vacation Breaks, and Non-Student-attendance Days

1. School district facilities shall be available for use by the public during weekends, holidays, vacation break, and non-student-attendance days on a fee-paid basis. All requests for use during these time periods shall be directed to the Office of Operations, Department of Recreation and Community Services. A building use permit shall be issued by this Department, pending approval by the school administrator and receipt of proper liability insurance coverage.

E. Use of School Kitchens

1. School kitchen facilities, which are deemed separate from school cafeterias, in addition to being available for district programs, shall also be available for community use on a limited basis with the approval of, and under the conditions established by, the school administrator and the appropriate Central Services Departments as noted in the procedure.

#### **4. USE BY INSTITUTIONS OF HIGHER OR CONTINUING EDUCATION**

Groups of higher or continuing education that charge tuition shall be required to obtain a permit from the Office of Operations, Department of Recreation and Community Services, and to pay a fee for the use of a school district facility, regardless of the time or day of the week in which the school district facility is used.

#### **5. USE OF SCHOOL STADIUMS**

- A. Use of school stadiums, including, but not limited to, the field, track, seating areas, press box, concession areas, and restrooms, shall be made available for non-district use only when it does not conflict with school-district-sponsored activities.
- B. All non-district use of school stadiums must be in accordance with the provisions of section (3), Use by the Community, of this policy. In addition, supplemental fees related to stadium maintenance will be charged per use.

- C. Requests to use school stadiums must be approved by the Office of Operations, Department of Recreation and Community Services, which shall determine fees based on specific use.

**6. USE BY GOVERNMENTAL AGENCIES FOR CIVIL SERVICE EXAMINATIONS AND BY THE ELECTION COMMISSION FOR POLLING SITES**

- A. A governmental agency may use room(s) in a school building free of charge during normal hours of operation or during “hours of free meeting use” for the purpose of conducting civil service examinations, if the school administrator indicates that space is available and if the governmental agency provides security or covers costs associated with MPS-assigned safety personnel to protect district property and to prevent unauthorized persons from being in the building. Use outside of normal hours of building operation or outside of the “hours of free meeting use” will be subject to the general provisions as described in Administrative Policy 5.02(3).
- B. The Election Commission may establish polling sites at various school district facilities to meet the needs of the voting community during elections of candidates for political office.