



**Litchfield Elementary School District**

# **PARENT ORGANIZATION GUIDELINES**



## LITCHFIELD ELEMENTARY SCHOOL DISTRICT

272 East Sagebrush Street • Litchfield Park, Arizona 85340 • 623.535.6000 • Fax 623.935.1448 • [www.lesd79.org](http://www.lesd79.org)

*Connect, Educate, Empower our LESD Family and Community*

July 2020

Dear Parent Advisory Council,

Welcome to a new school year in the Litchfield Elementary School District and thank you for choosing our “A” rated district. We are proud to launch this school year with more than 12,000 students in 16 schools and four cities (Avondale, Buckeye, Goodyear, Litchfield Park). We have more than 1,400 trained professionals who are committed to meeting the diverse needs of our students and families. In partnership with you, our most visible and engaged volunteer leaders, we are confident that we can help our students succeed in school and in life.

Your important job as a parent organization leader is crucial to our success. It’s no secret that schools cannot do it alone; we need your time, treasure, and talent to achieve the educational excellence for which our district is widely recognized. We strive to empower you as a valuable extension of our staff to help your school community flourish. I trust that you will partner closely with your principal and school staff to make connections, communicate frequently, and celebrate the inevitable successes that will make your work meaningful and memorable.

Please allow me this opportunity to underscore the importance of staff and teacher recognition. In the midst of a national teacher shortage and global pandemic, Litchfield Elementary School District has an astonishing teacher retention rate of 92% and administrator retention rate of 100%. Our staff and teachers love their jobs and their school families – and we owe you a debt of gratitude for their job satisfaction. Thank you for prioritizing staff and teacher recognition all year long. Your support of our student transporters, food services professionals, front office support, teachers, and all of the dedicated employees at your school helps us retain our invaluable staff members. This is an area where we especially need your help and we are grateful that you show gratitude for our staff and teachers who are so deeply committed to your children.

Thank you for prioritizing education, service, and leadership. We admire your commitment, appreciate your hard work, and value your crucial role at Litchfield Elementary School District. We look forward to partnering with you for an excellent school year!

Your partner in education,

Jodi Gunning, M.Ed.  
Superintendent

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## ANNUAL AUDITS

- 1) Annual audits should be performed by a neutral entity at the end of the school/fiscal year. This would be someone who is NOT an officer and who does not have direct control over the financials for the organization. A copy of the audit form should be submitted to Litchfield Elementary School District Office along with a copy of the most recent tax return. The sample Internal Audit Report Form can be found on page 13. It is recommended that all parent organizations use the Audit Report Form to show the accounting of all funds raised to support students and staff.

## BANKING

- 1) Bank accounts should be in the full name of the organization (e.g. Barbara Robey Elementary PTSA) and should have a Federal EIN (Tax ID #).
- 2) Checking accounts must have two authorized signers. The president and treasurer are the recommended signers. Debit/credit cards are strongly discouraged. If parent organizations should choose to have a debit/credit card, best practices should be followed strictly to ensure that no fraudulent behaviors take place. District employees cannot be a signer on a checking account and cannot have any cash-handling or financial management duties.

## DOCUMENTS INCLUDED FOR REFERENCE

- 1) Request for Board Recognition of Application – page 11
- 2) Sample Internal Audit Report Form – page 13
- 3) Fundraising/Food Incentive Request Form – page 14
- 4) Gifts, Grants, and Bequests – page 15

## CHECKLIST OF DOCUMENTS REQUIRED BY LESD DISTRICT OFFICE

- 1) Parent organizations are required to submit these documents to the District Office annually.

<u>Document</u>	<u>Month Due</u>
a. Request for Board Recognition	August
b. Articles	August
c. Audited Report	August
d. Balance Sheet	August
e. Insurance Certificate*	August
f. Fundraising Request Forms	August and ongoing
g. By-Laws	August
h. Income Statement (year to date)	November, if over \$25K
i. IRS/EIN Letter	August
j. Copy of Tax Return	November

\*Any parent organization utilizing District insurance (rather than its own insurance) must provide all accounting records to the District.

## DISTRICT POLICY ON ADVERTISING IN SCHOOLS AND PUBLIC SOLICITATION

- 1) See attachment from District Policy Manual. See Governing Board Policies KHA Public Solicitations in Schools and KHB Advertising in Schools on pages 16-17.

## USE OF FACILITIES

- 1) Parent organizations must reserve facilities for every parent organization activity on school grounds. This is done electronically with ML Schedules online software for all Use of Facilities requests. The parent organization's Certificate of Insurance is required in the minimum amount of \$1,000,000. "**Litchfield Elementary School District No. 79, Employees, Governing Board and Agents, 272 East Sagebrush Street, Litchfield Park, AZ 85340**" must be listed on the Certificate of Insurance as additional insured. Visit [this link](http://www.lesd79.org/departments/facilities/facilities-use) to view the District's Community Use of Facility Handbook and learn more about Use of Facilities and Fields: [www.lesd79.org/departments/facilities/facilities-use](http://www.lesd79.org/departments/facilities/facilities-use).
- 2) Examples of activities that require reservations via ML Schedules are parent organization meetings, parent organization Board meetings, fundraisers, book fairs, multi-day activities, family nights, etc. Reserving facilities via ML Schedules eliminates scheduling conflicts with other school activities and outside groups that rent the facilities. This also ensures that lights, door locks, and room temperature controls will be coordinated.
- 3) Event set-up/clean-up time should be considered when reserving facilities. For example, a Family Bingo Night that begins at 6:00 PM should reflect an earlier start time on ML Schedules to allow for set-up time.

## FUNDRAISING

- 1) Please obtain your principal's signature and submit Fundraising/Food Incentive Request Forms (page 14) to the Director of Community Relations in August. All Fundraising/Food Incentive Request Forms will be presented to the Governing Board for acknowledgement.
- 2) Fundraising/Food Incentive Request Forms are required for all parent organization fundraisers, whether or not a profit will be made, including non-cash donation drives (e.g. paper, water, coats, blankets, canned food, etc.). Fundraising/Food Incentive Request Forms are required when money is collected for reasons other than fundraising such as non-cash donation drives. In these instances, the **Dollar Goal** line should reflect \$0. An affiliated student group, such as Student Council or NJHS, might sometimes submit the Fundraising/Food Incentives Request Forms; this should be coordinated at each school. One form per school is sufficient.
- 3) Please categorize the fundraising activities under one of the following on the Fundraiser or Food Incentive line on the Fundraising/Food Incentive Request Form, as well as describing what the activity will entail.
  - A) Fundraiser
  - B) Non-cash Donation Drives

A partial list of example fundraisers is below.

- Yearbook
- School Pictures
- Book Fair
- Fun Run
- Spirit Gear
- Redemption Programs (e.g. Box Tops, Fry's, Safeway, etc.)
- Restaurant Nights

- 4) Coin wars or tip jars are permitted as a fundraising activity for parent organizations providing they adhere to the following:
  - No coin collection jars are placed in classrooms.
  - It is recommended that all funds are counted and logged at the end of each day of the activity.
  - Coin collection jars are put in a secured location at the end of each day or at the end of the activity if the activity lasts only one day.
- 5) Fundraisers in partnership with student groups (e.g. Student Council, NJHS, sports teams, etc.) entitle the student group to a percentage of the total sales based on the effort put forth by the student group. This percentage is determined by the amount of work that the students will do as a part of the fundraising effort and should be agreed upon by all parties.
- 6) Funds should only be collected from students for the following activities: Spirit gear, PE uniforms, school pictures, yearbooks, or parent organization fundraisers such as professional sporting event ticket sales. Monies for these activities may be collected only if it is strictly a parent organization effort. It cannot be co-mingled with District activities.
- 7) Food fundraisers (e.g. Jamba Juice, Orange Leaf) may be held 30 minutes before or for the first 30 minutes after school. Fundraisers may not be held during school lunch periods. All food sales must meet Smart Snack requirements, which can be found on the Food Services page of the LESD website. Once 30 minutes after school has expired, parent organizations may sell any food; it does not have to meet Smart Snack requirements.
- 8) Funds from all vending machines (soda/water/snacks for staff and/or students) benefit the parent organization. The District cannot accept these payments.
- 9) Please take credit for your hard work by identifying the sponsoring parent organization on all advertising materials should credit the. Social media, webpage, Peachjar flyers, and/or paper flyers should state: "Sponsored by [organization name]."
- 10) IRS rules mandate a non-profit be established for at least five years in order to be eligible to conduct raffle-based fundraising activities. Please see the State statute ARS 13-3302(B) on pages 21-22.

#### **GIFTS, GRANTS, AND BEQUESTS**

- 1) Gifts, Grants, and Bequests Forms (page 15) must be submitted for all donations of any amount/value that are bequeathed by the parent organization to the school (e.g. recess equipment, gym rock wall, event proceeds to purchase books or technology, etc.). Completed forms are submitted to the school Office Supervisor for Principal and District coordination.
- 2) Parent organizations should not purchase items for the school without prior authorization from the Principal.
- 3) Parent organizations should not arrange for installation of any items on campus without prior authorization from the school Principal and the Director of Facilities.
- 4) These forms do not need to be submitted at the time of the donations. However, the District suggests that they are submitted at least every three months.
- 5) The GGB form does not need to be extremely detailed. For example: \$235 donated for Teacher Appreciation.

## **INSURANCE**

- 1) Current parent organization Certificates of Insurance are submitted to Litchfield Elementary School District Office annually. Current insurance is required to use the facilities for all meetings and activities.

## **TAX RETURN**

- 1) It is important that each parent organization is aware of its own tax return due date. The Form 990-EZ is due by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the organization's accounting period ends. For example, tax returns for a fiscal year ending June 30<sup>th</sup> are due November 15<sup>th</sup>.
- 2) All tax returns and necessary paperwork should be on file at the Litchfield Elementary School District Office.

## **MAILING ADDRESS**

- 1) School street addresses are not used for any postal deliveries.
- 2) All mail for schools and parent organizations should be addressed to: Full Parent Organization Name / c/o Litchfield Elementary School District / 272 East Sagebrush Street / Litchfield Park, AZ 85340. Warehouse employees deliver mail to individual schools.
- 3) The District warehouse is not used for orders placed by parent organizations. Principals may request exceptions for large items.

## **COMMUNICATIONS**

- 1) Peachjar – Litchfield Elementary School District cooperates with approved community partners by posting flyers online and distributing them electronically through our service provider, Peachjar. Parent organizations are encouraged to create an account at [www.peachjar.com](http://www.peachjar.com) to access free flyer templates and free digital distribution to families. Once approved, parent organization flyers will be emailed to families and posted online. As affiliated partners of the District, parent organizations may also distribute approved flyers via office counters and student backpacks. Refer to Policy KHC on page 20 for all details.
- 2) Social Media – Parent organizations are responsible for their social media accounts. These are separate from any school accounts that are managed by staff. As affiliated partners of the District, parent organizations are strongly encouraged to maintain decorum on all social media platforms at all times. Please avoid controversy online and use social media sites to celebrate the excellent work of our “A” rated district. The Director of Community Relations is available for consult and training.

# FREQUENTLY ASKED QUESTIONS

## **Are parent organizations allowed to reimburse employees for purchasing items in support of an event?**

**Yes.** Parent organizations may reimburse District employees for school-related expenses. Strict internal procedures and controls are highly encouraged to prevent fraud and to support the parent organizations' efforts to demonstrate transparency and accountability. The District requests that a Gifts, Grants, and Bequests Form be submitted for all donations.

If a parent organization is supporting District employees, either because the teacher has earned this by participating in a fundraiser, or they would like to provide a way for teachers to purchase supplies for their classroom, there are a few ways to enable that:

- 1) The parent organization may give the funds to the District by submitting a Gifts, Grants, and Bequests Form. On the form, the parent organization should specify the funds go to the Principal's Account and detail out the Gift with each teacher's name that earned the funds and the specific amount that teacher earned.
- 2) The parent organization may reimburse the teacher or staff for the amount presented in receipts for the supplies.

## **Are parent organizations allowed to purchase gift cards for staff?**

**Yes.** The parent organization may purchase gift cards for staff. It is recommended the parent organization ask for the receipts once the supplies have been purchased. PTAs are reminded to consider guidelines set for by PTA in establishing programs and protocols.

## **How do we handle funds from redemption programs?**

This refers to programs such as Fry's, Safeway, Wells Fargo, Box Tops, etc. If this program is set up by the parent organization to go to the parent organization, all funds should go to the parent organization. It would be necessary to make it clear that these funds are going to the parent organization on the advertising flyer. If this program was set up by the parent organization utilizing the school's information, all funds should go to the school. It would be necessary to state this on the flyer that advertises the program.

## **Are Student Activity fundraisers subject to the rules of the District?**

**Yes.** Student Council fundraisers are subject to approval of the Executive Director of Finance and fall under all District guidelines, policies, rules and regulations. This prevents partnerships with vendors that are not approved by the District. Because the District operates with public money, there are specific rules that need to be followed with regards to procurement for goods and services.

## **May the parent organization have deliveries shipped to the District warehouse?**

**No.** The warehouse employees are not responsible for parent group ordered products. An exception could be a very large piece of equipment that is being donated to the school. If this is the case, please have the Principal work with Warehouse and Business Department staff to ensure its safe delivery and acceptance.

## **May parent organizations enter into advertising agreements with local business that will require banners, etc. to be installed or hung on school property?**

**No.** Site-based banner opportunities are restricted to agreements between schools and local businesses, in which case the proceeds would go to the District and be deposited in the school's Advertising Account.

## **How do we get matching shirts for students or a group of students (e.g. Team Day shirts, field trip shirts, Student Council shirts, etc.)?**

There are a few ways to handle this:



- 1) The parent organization, student groups, or teachers may request students bring a shirt into class from home. Students may decorate the shirts in class.
- 2) The parent organization may purchase shirts from the vendor of its choice and distribute the shirts to students at no charge. These shirts may not contain any advertising.
- 3) Teachers, student groups, or the parent organization may encourage families to purchase shirts from a third party that manages all orders and payments (payable to the company). None of these approaches include students paying for the shirts at school. The parent organizations, student groups, and teachers are not permitted to collect money from parents or students to pay for shirts.

**Can we sell Spirit Gear?**

**Yes.** Parent organizations may choose the vendor and sell directly to students and parents. This activity requires a Fundraising/Food Incentive Request Form to be submitted to the Litchfield Elementary School District Office.

**Can we sell/provide food?**

**Yes.** Parent organizations may sell any type of food 30 minutes after school. At least one on-site parent organization representative must have a Food Handler's card. No Food Handler's card is required if volunteers are serving food that is in closed packaging. Only those volunteers that will be serving food that is not packaged, such as pizza slices, are required to have a Food Handler's card. The parent organization must require proof of insurance and a valid catering license from any on-site vendors. The link to the Food Handler's course and test is found at this link: <https://www.statefoodsafety.com/food-handler/arizona/maricopa-county>.

Food items that do not meet Smart Snack requirements cannot be sold from midnight until 30 minutes after the school day. Smart Snack food items may be sold for the first 30 minutes before school and the first 30 minutes after school. After that, parent organizations may sell items that do not meet the Smart Snack requirements.

The Smart Snack rules apply only to students. Parent organizations may provide snacks at meetings and parent-centered events (e.g. Pizza with Parents, Book Fair, etc.). Alcohol is never permitted on any campus.

**Can an LESD employee serve on the parent organization's Board of Directors?**

A parent organization may have no more than one District employee on its Board of Directors. The employee must serve as a volunteer outside of regular work hours. The employee may not be paid for their volunteer service to the parent organization. District employees cannot be a signer on a checking account and cannot have any cash-handling or financial management duties.

## **FORMS AND DISTRICT POLICY INFORMATION**

**LITCHFIELD ELEMENTARY SCHOOL DISTRICT # 79**  
**REQUEST FOR BOARD RECOGNITION OF AFFILIATED ORGANIZATION**  
School Year: \_\_\_\_\_

**Organization Information**

Name of Organization: \_\_\_\_\_ Federal EIN# \_\_\_\_\_

**Main Contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Secondary Contact**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**General Fundraising Information**

School Benefiting: \_\_\_\_\_

Type of Fundraising: \_\_\_\_\_

Monetary Goal (annual): \_\_\_\_\_ Student Fundraising Involvement Anticipated: Yes / No

If yes, in what manner: \_\_\_\_\_

**Documents to Include with Request**

- By-Laws (if new)
- Articles of Incorporation (if new)
- IRS Determination Letter (if new)
- Most Recent Tax Return filed with the IRS
- Annual Audit Report (performed at the end of the school year-should match tax return)
- If not requesting to be covered under the District's insurance, Certificate of Insurance (Liability and Bonding)
- If requesting to be covered under the District's insurance, Financial Statements – Balance Sheet, Year-to-Date Income Statement, and/or detailed ledger

**Certification**

Bank Account Established? ☐ YES ☐ NO Two Signatures Required? ☐ YES ☐ NO

By-laws Reviewed Annually? ☐ YES ☐ NO Budget Plan in Place? ☐ YES ☐ NO

I \_\_\_\_\_, representing \_\_\_\_\_,

agree to comply with the Guidelines for Affiliated Organizations. The documents mentioned in the guidelines will be available to the District and/or Organization Members, as appropriate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

I \_\_\_\_\_, Principal, will attend the monthly meetings, approve fundraisers, review and/or obtain financial records mentioned in the Guidelines for Affiliated Organizations. I will become a member, if necessary, to review and/or obtain financial records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **GUIDELINES FOR AFFILIATED ORGANIZATIONS (ORGANIZATION)**

Affiliated Organizations are organizations that work closely with the school. The Organizations may be involved in activities such as, but not limited to: planning and/or running school related activities, educating parents, providing staff appreciation activities, raising funds for school items.

- Establish officers of the Organization.
- Develop and adopt Organization By-Laws.
- Develop annual goals and budget plan for the Organization. Plan activities based on the goals and budget.
- Obtain liability and bonding insurance, if not requesting coverage under the District's insurance.
- File Request for Board Recognition of Affiliated Organization at least two weeks prior to the first Governing Board meeting of the school year.
- Obtain Principal's approval for fundraising activities using the District's Fundraising Request Form.
- Supervise students assisting with the fundraising.  
Follow the District's Community Use of Facilities Handbook when using the District's facilities.
- Bank account(s) is (are) in the Organization's name and federal EIN.
- Checks are required to have two authorized signatures. Debit/credit cards are NOT used.
- A monthly financial report, containing the following information, is prepared by the Treasurer after the receipt of each bank statement.
  - Listing of revenue sources.
  - Listing of expenses which includes date, check #, payee, description of expense, and amount.
  - Cash balance on this report reconciles to the bank statement ending balance.
- The monthly reconciliation and bank statement are to be reviewed, initialed and dated by a second officer prior to the monthly financial report being presented to the Organization's Board.
- The financial report is presented at the monthly meeting and attached to the minutes. A copy of the monthly financial report is available to Organization's Board Members and Members upon request.
- Minutes are produced for each Organization Board and/or Membership meeting, distributed to Officers/Members and maintained permanently.
- No District employee has any role in cash handling, money management, or functions related to the Organization's finances.
- The Organization does not pay District employees for services.
- Federal and state tax returns are prepared and filed timely, when required. A copy is permanently maintained.
- If the Organization is not under the District's insurance, the financial records are audited annually by an independent third party. The audit report is available to members upon request.
- If the Organization is covered under the District's insurance, all financial records will be presented to the Executive Director of Finance at the end of the school year and within two weeks of any additional request.

## SAMPLE INTERNAL AUDIT REVIEW FORM

Local PTA/Parent Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_ Council: \_\_\_\_\_

School District: \_\_\_\_\_

Balance on Hand (date of last review) \$ \_\_\_\_\_

Receipts (from last review to date of review) \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Disbursements (from last audit to date of review) \$ \_\_\_\_\_

Balance on Hand (date of review) \$ \_\_\_\_\_

Latest Bank Statement Balance \$ \_\_\_\_\_

Checks Outstanding (list check numbers on next line) \$ \_\_\_\_\_

Check Numbers for Outstanding Checks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Checks Outstanding \$ \_\_\_\_\_

Balance in Checking Account \$ \_\_\_\_\_

Date of Audit: \_\_\_\_\_

We have examined the books of \_\_\_\_\_  
(name of parent organization) and find them to be (choose one of the following):

\_\_\_\_\_ correct.

\_\_\_\_\_ incomplete.

\_\_\_\_\_ substantially correct with the following adjustments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ incorrect.

Date review completed: \_\_\_\_\_

Reviewers' Signatures:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This report should be read by a member of the auditing committee or the secretary.  
The presiding officer should then call for the appropriate action.

**LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79**

**FUNDRAISING/FOOD INCENTIVE REQUEST FORM**

School: \_\_\_\_\_

Organization: \_\_\_\_\_

Location of Proposed Fundraiser: \_\_\_\_\_

If the event is at a school, please request facility space on ML Schedules.

Fundraiser/Food Incentive: \_\_\_\_\_

Only edible items awarded between midnight and 30 minutes after the final bell need to meet nutritional guidelines.

If serving food or beverage items go to the following link: <http://www.azed.gov/health-nutrition/the-arizona-nutrition-standards-and-competitive-foods/> , access the calculator, print the report, also include a copy of the product ingredients label and submit it with this form.

Dollar Goal: \_\_\_\_\_

Intended Use of Funds Raised: \_\_\_\_\_

Will students be participating? Yes / No If Yes, in what capacity? \_\_\_\_\_  
\_\_\_\_\_

If Yes, what percentage of revenue will be allocated to Student Activities? \_\_\_\_\_

Date and Estimated Time Frame: \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*District Use Only\*\*\*

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79**

**GIFTS, GRANTS, AND BEQUESTS**

School:      ☐ Barbara B. Robey Elementary School      ☐ District Wide  
                 ☐ Belen Soto Elementary School      ☐ Verrado Elementary School  
                 ☐ Corte Sierra Elementary School      ☐ Verrado Heritage Elementary School  
                 ☐ Dreaming Summit Elementary School      ☐ L. Thomas Heck Middle School  
                 ☐ Litchfield Elementary School      ☐ Verrado Middle School  
                 ☐ Mabel Padgett Elementary School      ☐ Western Sky Middle School  
                 ☐ Palm Valley Elementary School      ☐ Wigwam Creek Middle School  
                 ☐ Rancho Santa Fe Elementary School      ☐ White Tanks Learning Center  
                 ☐ Scott L. Libby Elementary School      ☐ Transportation

Date: \_\_\_\_\_

1. Name/Title of Donor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_

2. Description of Gifts, Grants, and Bequest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Approximate Value: \_\_\_\_\_

4. Proposed Location of Gift, Grant, or Bequest (Building and Room #):

\_\_\_\_\_

5. Additional Information: \_\_\_\_\_

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Superintendent/Designee

**Thank you for your donation.**

No goods or services were provided in exchange for your contribution.

Updated 6-13-19

KHA

KHA

### **PUBLIC SOLICITATIONS IN SCHOOLS**

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation of employees and/or students by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

Districts shall not use an automated system that plays recorded messages or sends text messages to solicit persons to purchase goods or services or requests survey information if the results are to be used directly for the purpose of soliciting persons to purchase goods or services unless the message was sent with prior express invitation or permission by the recipient or the recipient has an existing business relationship with the sender.

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations.

**Adopted:** date of Manual adoption

**LEGAL REF.:**

**A.R.S.**

13-2919

**LITCHFIELD ELEMENTARY DISTRICT NO. 79**

1/13/2015

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KHB

KHB

### ADVERTISING IN SCHOOLS

No materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school grounds or properties while students are present for instructional or recreational purposes.

School sponsored student government activities, mock elections and promotions are exempt from the prohibition against propaganda posting.

Unless otherwise prohibited by law nothing herein shall be construed to prevent the District or a District school from the sale of advertising space in accordance with A.R.S. 15-342, subject to the following conditions:

A. Such advertisements shall be age appropriate and not contain promotion of any substance that is illegal for minors, such as alcohol, tobacco and drugs, or gambling. Advertisements shall comply with the state sex education policy of abstinence.

B. Advertising approved by the Governing Board for the exterior of school buses may appear only on the sides of the bus in the following areas:

1. The signs shall be below the seat level rub rail and not extend above the bottom of the side windows.
2. The signs shall be at least three (3) inches from any required lettering, lamp, wheel well or reflector behind the service door or stop signal arm.
3. The signs shall not extend from the body of the bus so as to allow a handhold or present a danger to pedestrians.
4. The signs shall not interfere with the operation of any door or window.
5. The signs shall not be placed on any emergency doors.

C. The District shall establish an advertisement fund that is composed of revenues from the sale of advertising. The monies in the advertisement fund are not subject to reversion.

Requests for advertising to promote the merit of any product by brand name or trademark shall be submitted to the Board.

The Governing Board has discretion to decline specific advertisements.

**Adopted:** date of Manual adoption

**LEGAL REF.:**

**A.R.S.**

15-342

**CROSS REF.:**

DFF - Income from School Sales and Services

**LITCHFIELD ELEMENTARY DISTRICT NO. 79**

1/13/2015

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**KHB-R  
REGULATION**

**KHB-R  
REGULATION**

**ADVERTISING IN SCHOOLS**

**(Distribution/Posting of Advertising Materials)**

The distribution of materials by outside agencies or organizations shall be in the manner determined by the Superintendent or designee, subject to the following procedures and conditions:

A. A copy of the material to be distributed must be presented to the Superintendent or designee for approval, along with the name, address, and telephone number of the person who is responsible for the distribution.

B. The Superintendent or designee shall review the material to determine its suitability for distribution based on the following neutral criteria:

1. Only material that is consistent with the District's educational purpose and mission will be distributed.
2. Material must relate to an activity or event that is suitable for students. Lewd, obscene, or vulgar material will not be distributed.
3. Material must be non-political and non-religious in nature and content.
4. Material must contain the following disclaimer, conspicuously displayed in no smaller typeface than the surrounding text:

**The Litchfield Elementary School District neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service.**

C. The determination of the Superintendent shall be final.

## KHC - DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS

Non-school promotional materials may be disseminated or directed to District students or their parents or guardians only as permitted by this policy. No one has a right to display or post non-school promotional materials at the District, its schools, or any of its facilities. Access is granted herein, subject to the following conditions and restrictions, only to the extent that such access may prove to be of a benefit to the District or its students. Non-school promotional material is that material not under the control of the school which may be in a variety of mediums. Without exhaustion this may include but is not limited to pictures, flyers, items with a visual or printed message, electronic representations, and other visual and auditory representations. No person or organization has a right to display or disseminate non-school promotional materials at the District, its schools, or any of its facilities. The Governing Board may redefine or close the limited public forum at any time.

At the District's discretion, organizations providing activities and instruction for school age students shall be permitted limited display or posting of promotional material for those activities within the guidelines indicated. Display or posting will not be permitted for non-school promotional material that:

1. Would conflict with students' enrollment and attendance in the Litchfield Elementary School District's schools,
2. Would include non-District offered school instruction, or other programming or activities which the Litchfield Elementary School District also provides,
3. Would occur at a site where such programming or activities are offered or promoted at any time, or
4. That the Superintendent or the Superintendent's designee finds disruptive to good order of District schools or operations.

Authorization shall be premised upon an electronic assurance that the organization will:

1. Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
2. Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
3. Not reference or be related to political figures, candidates, ballot measures, elections, or political or controversial social issues. Materials that refer to, or advocate for or against, a religious affiliation, figure, or event shall not be authorized. Materials that refer to or advocate for or against public policy issues shall not be authorized;
4. Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
5. Label all material with the name of the organization;
6. Cover all costs associated with displaying/posting of promotional material;
7. Display the name, address and telephone number of the local representative for the organization prominently on the promotional material;
8. Have an authorized representative of the organization consent electronically to comply with the District's policies and procedures; and
9. Not utilize District or school names, logos, mascots, or official colors unless authorized in writing by the Superintendent or designee. The District's affiliated organizations may utilize school names, logos, mascots, or official colors with prior approval.

## Manner of Display/Posting

The manner of communication shall be through digital upload and posting on the e-flyer website, mobile app, and parent e-flyer e-mails. Display/posting or stacking of physical non-school promotional materials is prohibited in any school or District location, with the exception of promotional materials from the District, its schools or departments, or its affiliated organizations.

## Flyer Application Process

Organizations will create an online account to establish their eligibility in order to display/post flyers. Once an organization is approved, the organization will complete an online application form and upload pdf documents/flyer for approval for each flyer they wish to display/post. The Superintendent or Superintendent's designee will approve flyers which meet the guidelines outlined in this policy for display/posting on the e-flyer website, mobile app, and parent e-mails. Parents/ guardians will be able to opt-out of e-mails containing flyers.

All flyers must include the following disclaimer:

The Litchfield Elementary School District neither endorses nor sponsors the organization or activity represented in this material. The distribution or display of this material is provided as a community service.

The administration of the Litchfield Elementary School District shall apply this policy in good faith and in a non-discriminatory manner, but always in the best interests of the District's students, good order, and the District's education mission, as determined by the Superintendent or the Superintendent's designee, without appeal. If the District refuses to distribute or display material because it is deemed to be nonconforming, the outside organization will be given an opportunity to make necessary revisions and/or deletions and resubmit the material for approval.

## Dispute Resolution

The administration of the District and its schools shall apply this policy in good faith and in a nondiscriminatory manner but always in the best interest of the District's students, good order, and the District's educational mission, as determined by the Superintendent or the Superintendent's designee, without appeal. If the District refuses to distribute or disseminate material because it is deemed to be nonconforming, the organization will be given an opportunity to make necessary revisions and/or deletions and resubmit the material for approval. An organization that believes that this policy has been applied improperly may request review by the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall determine, in his or her sole judgment, whether material submitted for distribution or display is conforming promotional material and whether this policy, including the guidelines, have been applied properly. The decision of the Superintendent or the Superintendent's designee is final.

Adopted: March 20, 2018

## LEGAL REF.:

A.R.S.

15-110

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

## CROSS REF.:

KD - Public Information and Communications

## RAFFLES ALLOWED ONLY FOR NON-PROFITS EXISTING FOR FIVE YEARS

### 13-3302. Exclusions

- A. The following conduct is not unlawful under this chapter:
  - 1. Amusement gambling.
  - 2. Social gambling.
  - 3. Regulated gambling if the gambling is conducted in accordance with the statutes, rules or orders governing the gambling.
  - 4. Gambling that is conducted at state, county or district fairs and that complies with section 13-3301, paragraph 1, subdivision (d).
- B. An organization that has qualified for an exemption from taxation of income under section 50 of the internal revenue code may conduct a raffle that is subject to the following restrictions:
  - 1. The nonprofit organization shall maintain this status and no member, director, officer, employee or agent of the nonprofit organization may receive any direct or indirect pecuniary benefit other than being able to participate in the raffle on a basis equal to all other participants.
  - 2. The nonprofit organization has been in existence continuously in this state for a five-year period immediately before conducting the raffle.
  - 3. No person except a bona fide local member of the sponsoring organization may participate directly or indirectly in the management, sales or operation of the raffle.
  - 4. Paragraph 1 or 3 of this subsection does not prohibit:
    - a. A licensed general hospital, a licensed special hospital or a foundation established to support cardiovascular medical research that is exempt from taxation of income under section 501(c)(3) of the internal revenue code from contracting with an outside agent who participates in the management, sales or operation of the raffle if the proceeds of the raffle are used to fund medical research, graduate medical education or indigent care and the raffles are conducted no more than three times per calendar year. The maximum fee for an outside agent shall not exceed fifteen percent of the net proceeds of the raffle.
    - b. An entity that is exempt from taxation of income under section 501(c)(3) of the internal revenue code and that has at least a twenty-year history of providing comprehensive services to prevent child abuse and to provide services and advocacy for victims of child abuse from contracting with an outside agent who participates in the management, sales or operation of the raffle if the proceeds of the raffle are used to provide comprehensive services to prevent child abuse and to provide services and advocacy for victims of child abuse and the raffles are conducted no more than three times per calendar year. The maximum fee for an outside agent shall not exceed fifteen percent of the net proceeds of the raffle.
- C. A state, county or local historical society designated by this state or a county, city or town to conduct a raffle may conduct the raffle subject to the following conditions:
  - 1. A member, director, officer, employee or agent of the historical society may not receive any direct or indirect pecuniary benefit other than being able to participate in the raffle on a basis equal to all other participants.
  - 2. The historical society must have been in existence continuously in this state for a five-year period immediately before conducting the raffle.

3. A person, except for a bona fide local member of the sponsoring historical society, may not participate directly or indirectly in the management, sales or operation of the raffle.
- D. A nonprofit organization that is a booster club, a civic club or a political club or political organization that is formally affiliated with and recognized by a political party in this state may conduct a raffle that is subject to the following restrictions:
1. A member, director, officer, employee or agent of the club or organization may not receive any direct or indirect pecuniary benefit other than being able to participate in the raffle on a basis equal to all other participants.
  2. A person, except for a bona fide local member of the sponsoring club or organization, may not participate directly or indirectly in the management, sales or operation of the raffle.
  3. The maximum annual benefit that the club or organization receives for all raffles is ten thousand dollars.
  4. The club or organization is organized and operated exclusively for pleasure, recreation or other nonprofit purposes and no part of the club's or organization's net earnings inures to the personal benefit of any member, director, officer, employee or agent of the club or organization.

## **LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79**

### **PROCEDURES FOR DONATING**

#### **SUPPLIES, EQUIPMENT, FURNITURE, MATERIALS, TECHNOLOGY AND PROJECTS**

In order to properly maintain our campuses and to avoid costly mistakes, the following procedures should be followed for donating to the District.

Whenever possible, the preference is for the District to receive funds for donations prior to procurement and the District uses these funds to fulfill the donation request along with future maintenance and operating costs.

##### **Supplies, Equipment, Furniture, and Materials**

Donations should enhance the learning process and be appropriate for the intended grade levels. Prior to delivery, the request to donate should be reviewed by the site Principal and approved by the appropriate District Director. Donations should be delivered to the appropriate location by the Donor's own forces and be in good working order. The Gifts, Grants, and Bequests form should be completed by the Donor prior to delivery and delivered to the Director of Finance.

##### **Technology**

Due to constantly advancing Technology, the District requests technology donations be limited to the following: Celeron processor with speed of at least 1GHz and a minimum of 120GB hard drive and 2GB RAM, flat panel monitors, laser printers, switches, SAN drives and other peripherals such as cords, keyboards and mice. Prior to delivery, the request to donate should be reviewed by the site Principal for and approved by the Director of Technology. The Gifts, Grants, and Bequests form should be completed by the Donor prior to delivery and delivered to the Director of Finance.

##### **Projects**

Organizations wishing to donate towards or provide Projects should first contact the Principal. The Principal will review the request for compliance with established District criteria. After initial review by the Principal, the Donor should complete the Gifts, Grants, and Bequests form along with a written plan for the proposed Project. Requests are then forwarded, by the Principal, to the Director of Finance.

Organizations should donate enough funds to the District for the Project to be completed without additional financial stress on the District, including but not limited to: delivery and long term maintenance. Funds will be requested prior to obtaining quotes from vendors.

Projects should fit the following criteria:

- Poses no foreseeable risk of harm to students or staff
- Enhances the learning process
- Appropriate for the grade levels intended
- Environmentally friendly, energy and water conscious
- Does not subject existing structures to unrepairable damage or stresses
- Meets current building, health, energy, and fire codes
- Easily maintained by existing facility staff and equipment
- Does not impede vehicle or pedestrian traffic flow, may require fire authority approval
- Aesthetically pleasing year round
- Does not prohibit full control and use by the District

Litchfield Elementary School District has final say regarding specifications, materials, color schemes, orientation, location, design, and vendor selection.

Estimates are provided using past experience and market conditions. Funds must be obtained prior to soliciting bids from vendors. After the project is complete any additional funds left over can be reallocated per the donors request for future projects or materials. If the estimate is low after obtaining bids, the additional funds will be requested prior to obtaining vendors and products.

Self-performed Projects should be completed when school is not in session or prior approved by the site Principal. The Project should be completed in a timely manner and not disrupt the school's daily activities. Proof of insurance will be required for self-performed Projects. Contractors must be bonded and insured.

Final approval may be requested of for the proposed donation by the School Governing Board depending on circumstances (value, impact to the District, or legal requirements).