

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 4135.1 and 4235.1**

**ADOPTED: 11/13/96**

**CLASSIFICATION: Personnel**

**REVISED: 04/03/13**

**SUBJECT: Fund Raising Activities**

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All fund-raising activities sponsored by the Ventura County Office of Education must be approved by the County Superintendent or designee in advance.

All requests for approval of a fund-raising activity must be in writing and shall contain:

1. Purpose of the fund-raising activity.
2. Types of activities necessary to conduct the fund-raising activity.
3. Duration time for completion of the fund-raising activity.
4. Summary of activities upon completion of the fund-raising activity.
5. Signed approval by the department/program director.

If the event involves a contract with a commercial vendor, the contract shall be reviewed by the County Superintendent or designee and shall have the express written consent of the County Superintendent of Schools.

Activities which have individual profit as a motive shall not be sponsored by the Ventura County Office of Education. The sale of a student product is acceptable if the benefit accrues to the total student body and not to the individual student.

No more than two (2) fund-raisers shall be held on any school site during any one (1) school year. The total duration of any fundraiser shall not exceed thirty (30) calendar days.

All funds associated with activities of the Ventura County Office of Education shall be deposited, accounted for, and disbursed by the Business Service Department in accordance with established approval procedures. Material costs paid from public funds are to be recorded and reimbursed upon the sale of the product.

In order to minimize interruptions to regularly scheduled instruction or work periods, employees shall schedule fund-raising activities after the instructional day for students or on non-work time for employees.

Staff members shall not use their status as employees of the Ventura County Office of Education to secure information such as names, addresses and telephone numbers for use in fund-raising activities.

Legal Reference:

EDUCATION CODE

51521 Fund-raising projects

GOVERNMENT CODE

8880-8880.5 California State Lottery