

# PTA Fundraising and ASB

## FAQ on during the school day fundraising

### **Why the sudden change in policy of the new 10% fee for fundraising on school grounds by the district?**

It not really a new policy, but more accurately a policy the district should have been following but was not. In a workshop sponsored by WASBO (Washington Association of School Business Officials) the district learned they were not in compliance with State laws around Associated Student Body (ASB) activities and funds (WAC 392-138-010, RCW 28A.325.020 and RCW 28A.325.030). The rules indicated the following activities turn a parent group fundraiser into an ASB activity:

- A majority of the work is performed by the students,
- The parent group uses the school name,
- The use of district facilities is not followed per district policy, or
- School district personnel are involved during staff time (during the school day).

According to these state laws, when a fundraising activities meets these requirements, then the ASB receives a portion of the proceeds. The procedures suggested a fee of up to 40%, but SCPTSA worked with the district to compromise at 10% or \$1500 maximum. We were happy with this compromise, and we are happy that the 10% goes back to students at the school. It seemed more reasonable, and it was still within the letter of the State law.

### **What are ASB funds? What is ASB?**

According to the State law definitions, ASB is "Associated Student Body organization" a formal organization of students, including subcomponents or affiliated student groups such as student clubs, which is formed with the approval, and operated subject to the control, of the board of directors of a school district in compliance with this chapter.

(2) "Associated student body program" means any activity which (a) is conducted in whole or part by or in behalf of an associated student body during or outside regular school hours and within or outside school grounds and facilities, and (b) is conducted with the approval, and at the direction or under the supervision, of the school district.

Each school has their own ASB account to use for student activities for that specific school. The principal manages this account in elementary schools, and students participate in the management of the ASB fund in secondary schools. There are very specific guidelines for how this money can be spent, but it must be used for students.

### **How does the PTA pay the portion of proceeds to the ASB fund? How will this policy be implemented?**

So, if a PTA has a fundraiser on school grounds during school hours, the PTA must pay the school ASB fund 10%, up to \$1500 (correction from the previous enews). If the fundraising event meets these conditions the principal must approve the activity and a contract is signed by both the principal and the school PTA. The template of this contract has been provided to all principals by the district.

At the end of a fundraising event, the school PTA writes a check to the school ASB fund. The principal then has the discretion to choose how to use those ASB funds (within State law). The district cannot use the money for whatever they want; the money in ASB funds is intended to stay at the school for the students.

### **Why had PTAs not heard about this ASB policy before?**

The district sent this policy to ALL elementary school principals in April, and re-iterated it for us again yesterday. The district policy states:

To comply with state law, Seattle Public Schools developed new procedures for school-based fundraising. If fundraisers occur during the school day and involve students, we are required to ensure that students receive a portion of the proceeds. We worked with PTSA leadership during the past school year to create these procedures, which are aimed at making sure that our students retain a portion of the proceeds for events that they participate in. As a result, if a PTSA fundraiser is an activity that is co-sponsored with ASB, 10 percent - up to \$1,500 - goes to the school's ASB fund.

Here are the exact "rules" as laid out by the District (these rules were sent to Principals in April 2013):

1) PTSA Fundraiser

If the activity is carried out in accordance with all 3 items listed below, it is a PTSA event (not ASB or Co-sponsored) thus the PTSA retains all proceeds:

- A) outside of regular school time (after school, evening or weekend)
- B) the PTSA does the event planning, organizing, money-handling
- C) the event is advertised as a PTSA fundraiser (i.e. Adams PTSA, Ballard Athletics Booster Club).

2) Co-Sponsored Fundraiser

If the activity (walking, reading, etc.) is carried out during school time, it is a co-sponsored event, and both PTSA and students (ASB) will share the proceeds according to a pre-approved agreement. School time includes lunch and recess periods. The percentage allocation may vary according to the distribution of services; at minimum, the ASB will be allocated 10% of the proceeds up to \$1,500.

**Are all PTA fundraising activities and events required to pay the 10% portion of proceeds to ASB funds?**

No. Only fundraising activities during the school day that require the use of district staff (teachers, etc.) and requires student activity (such as running or walking for a Walk-A-Thon) are required to pay the ASB 10% (\$1500 maximum). Auctions, direct donations (annual donation campaigns), and other PTA fundraising activities not meeting these ASB requirements are NOT subject to this allocation of proceeds.

We hope this clarifies the policy and gives some background as to how it came about. We apologize for any confusion this caused - and will do our best to keep you posted if anything changes! The district understands how important PTA fundraising is, and they are working with SCPTSA to ensure that we can continue this activity and follow the law. We are working together on this issue. Please contact me at [president@seattlecouncilptsa.org](mailto:president@seattlecouncilptsa.org) if you have any more questions or concerns.