TIPS FOR ADMINISTRATORS REGARDING FUNDRAISERS

While successful fundraisers are important we must be aware of the risks that are posed when alcohol is a part of fundraising events that are held offsite. Often, these events are sponsored by PTA, PTO or Booster groups. The California PTA has strict rules when it comes to alcohol being a part of any fundraising event. Please review the document “Alcohol and PTA Events”.

You should also be aware that there is an exclusion for alcohol in the District’s liability coverage with Schools Insurance Authority (SIA). Therefore you must be very cautious when fundraising events include alcohol.

If this is a District sponsored, supervised or sanctioned fundraiser, be aware that in the event that alcohol plays any causative role in causing a loss, injury or damage to persons or property, there is **NO COVERAGE** afforded to you. In other words, as a District employee, you are financially at risk unless your PTA/PTO/Booster club has made sure that there is coverage through a third party vendor with liquor liability coverage.

**FLYERS**

Make sure flyers contain the **true name of the sponsor of the event**, for example, Bella Vista Band Boosters, Rio Americano High School Athletic Booster Club, Inc. Mariemont PTA, This helps to ensure that this is an event sponsored by some other legal entity and **NOT the District**.

**DISTRICT WEBSITE**

Reference the event and provide a link to the flyer on the Booster Club website. For example, “Fall Harvest Dinner and Silent Auction”, sponsored by the Del Campo Booster Club. Do **not** post fundraisers that involve alcohol directly on our website.

**TICKETS**

Tickets can be sold at District sponsored events but they must not be sold by District employees during the course and scope of their employment. So for example:

It is **OK** for a volunteer at half-time of a basketball game to have an opportunity to address the crowd, and then sell them tickets to the event, or to have a Principal acknowledge the event by the PTA or booster club and then reference how they can buy tickets from a non-District individual or non-District website. It is **not** OK for a school secretary or teacher to sell tickets from the school office or class room.

**ATTENDANCE**

Attendance by district employees can be important to the overall success of such a function. However, District employees should ensure that they are spectators, not organizers, supervisors or managers of the function.

In addition, while they can speak and acknowledge the support of such groups, and thank them for their support, they should be careful not to suggest that the event is co-sponsored i.e., “our fundraising efforts,” as compared with “**your** fundraising efforts.”