

**Youth Development, Inc.**  
**Early/Head Start**  
**Program Design & Management**

**Policy Number:**

**Effective Date:** 04/05/01

**Page 1 of 3**

**Agency Approval Date:**

04/05/01

Reviewed: 03/13/07, 05/15/07,  
10/08, 7/2015, 09/2016

Revised: 11/06/07, 06/09/08,  
01/07/2011, 03/2011, 07/2011,  
09/2012, 05/24/13, 02/2014

**Policy Council Approval Date:**

04/05/01

**Revised:** 05/19/07,11/10/07,  
06/14/08,01/08/11, 03/12/11,  
07/23/11, 09/15/2012, 03/08/2014,  
07/23/16

**Governing**

**Board Approval**

**Date:**

**COMPONENT:** Program Design & Management

**SUBJECT:** Parent Fundraiser Activities and Center Accounts

**PERFORMANCE OBJECTIVE:** In order to accurately account for all parent fundraising monies, parent funds accounts have been established for all Head Start/Early Head Start centers.

**OPERATIONAL PROCEDURE:** Fundraising activities are voluntary and independent of Head Start grant allowed activities. Due to the lack of Quality Improvement funds, the program has been unable to purchase items such as busses and playground equipment. Funds that are raised under the Head Start banner for Head Start sanctioned activities must be used to improve center functions and/or promote Head Start goals. This policy is intended to guide and assist parent groups with their fund raising activities.

No federal funds, staff time or program materials and equipment (computers, copy machines, telephones, postage, paper, etc.) may be used for the purpose of fund raising. Staff may act in an advisory role as part of their jobs but cannot be paid for time spent in actual fundraising efforts. Staff may volunteer their time after work hours.

It is the responsibility of the Parent Committee to decide how fundraising money is spent. The Committee will set their priorities and develop a plan of action early in the school year for fundraising and work towards that goal. Expenditure of "parent funds" must receive a majority vote and be reflected in the committee minutes.

All funds raised by parent groups will be funneled through the YDI Foundation (501C-3). Parent groups may request expenditure of funds for the purposes stated in the Funding Request Application. The Foundation will keep a record of funds raised by the parent groups.

The Foundation will assist the parents with two major "Signature Events" throughout the school year. These fund raisers could include a talent show put on by the children, getting sponsorships for a YDI Head Start Year Book that features all of the children and staff, a dance, a training

conference, etc. The Parent Committees can continue to fund raise for their own centers. Of the funds raised for the Signature Events, an indirect cost (based on the current indirect rate) will be donated to the Foundation.

Clarification:

Examples of permissible Head Start program fund-raising:

- Donations by a vendor. Such contributions could be tax-deductible as an ordinary and necessary business expense provided the vendor receives something in return, such as a public acknowledgement of its support.
- Rummage sales or bake sales at a Head Start facility when school is not in session.
- Yard sales whereby parents can sell donated items for the benefit of the parent group.
- Collection of product labels (Campbell's Soup, etc.) which could be redeemed for classroom materials or equipment.
- Breakfast, lunch or dinner events for the benefit of the parent groups or committee.
- Collection of recyclables – parents can collect cans, plastic products, etc. which could be sold for cash to be used by the parent group.
- Partnerships with local merchants (usually food chains) whereby a percentage of sales will go to the parent groups.

Allowable use of income derived from the signature events include:

- Direct support of an event or service that is open to participation by the entire group (e.g. all enrolled children of a center and/or their families);
- The cost of a speaker or training event that will benefit the program or parent group;
- Specialty classes (dance, music, puppetry) which are directly related to curriculum to enrich classroom experiences;
- Items that will enrich the Early/Head Start learning experiences;
- Purchase of items for the classroom or center (computers, cameras, i-pads);
- To fund a maintenance or landscape project, to purchase playground equipment and/or busses; and facility improvements that will benefit the center or the Head Start program;
- Sanctioned field trips (must be on the approval list);
- Cash match for other grants to improve or expand Head Start services (Center of Excellence Grant);
- The Dollar per Child Campaign
- Notary Fees

Unallowable expenditure of funds:

- Christmas gifts
- Caps and Gowns
- Parent sponsored field-trips
- Gift certificates
- Movie passes
- Gifts for staff
- Trophies
- T-Shirts

- Items for children and individuals that are taken home (toys, clothing, etc.)
- Purchasing of yearbooks
- Any activity that does not support the program mission and goals
- Prescriptions, goods or services for personal use

Handling of Parent-earned funds:

- All funds must be collected, counted and verified by at least two parents. Both must sign a statement verifying the amount collected. Staff in no way should be responsible for the handling of cash.
- Funds collected must be in the form of a cashier's check or a money order payable to the YDI Foundation. The Foundation will record the revenue and issue a receipt to the individual making the deposit. Deposits are to be made within two (2) working days from the end of the event.
- Funds will be credited to the appropriate center and a monthly report will be distributed to the Policy Council by the Foundation.
- Business donations made by check will not be posted and/or withdrawn from the parent funds until the check(s) have been cleared (up to ten working days).
- Requests for Parent Committee funds from the Foundation must include:
  - Funding Request Application
  - Parent Committee minutes approving the request
  - Purchase Requisition – must be signed by the requestor (amount, to whom payable, amount)
- Requests for Signature Event funds from the Foundation must include:
  - All of the above, plus
  - Policy Council approval with minutes requests
- Funds should be expended during the school calendar year for Head Start sponsored events. A maximum of \$500 may remain in each center account for start-up activities for the following year. Unexpended funds over \$500 will revert to the administration escrow account to be used for Head Start priority areas, unless the plan is to carry over funds for a specific purpose.
- In order to manage funds and prevent fraud, funds will only be distributed to individuals in increments of \$250 at a time. Once the receipts have been returned to The Foundation, another \$250 increment can be requested and distributed. This action is to safeguard parent funds.
- Requisitions must be submitted **15** days in advance of the event or activity.
- Expenditures of funds for allowable costs will be listed as in-kind contributions

*Funds are raised under the assumption from the community that they will be used for long term benefits to the Head Start program.*

*Failure to abide by these fundraiser policies may result in the loss of fundraiser privileges.*

**A COPY OF THIS POLICY MUST BE POSTED**