

## **Fund Raising /Facility Use Administrative Regulations**

**This Administrative Regulation covers fund raising activities held after school and on the weekends on West Contra Costa School grounds.**

\* All fund-raisers need to be approved by the School Board. Fund-raiser request forms need to be submit by school site administrator at least 4 weeks prior to the fundraiser, 6 weeks is preferred.

### **Approved Fundraisers:**

- Athletic Events
- Concession Sales – (May not compete with School Lunch Program)
- Entertainment
- Advertising
- Publications
- Student Stores
- Cultural events/international fairs
- Limited food sales (May not compete with school lunch program, limited to one item and no more than 4 such sales per year, the food item is limited to dessert-type items. Food may not be prepared on school grounds.
- Vending machines
- Book fairs
- Scholarships and trusts
- Gifts and grants
- Interest learned
- Car Washes (not allowed on school property)

### **Fund-raisers Not Allowed:**

The following fund-raisers are not allowed because of risk or health and safety concerns that would prevent the district to obtain insurance coverage are including and not limited to:

- Mechanical or Animal Rides
- Use of Darts or Arrows
- Objects thrown at people
- Use of water tanks which a person is dunked
- Destruction of Cars or similar object with hammers
- Trampolines or mini-trampolines
- Inflatable devices of any kind: such as bounce houses, slides, and obstacle courses

Legal Reference:

WCCUSD BP 5030

Education Code 49430, 49431, 49431.2, 49431.5 Nutritional Standards for food outside the National Lunch Program

Code of Regulations, Title 5 15500-15501 Food sales by student organizations

**Concession Sales:**

All Concession Stands and Fields houses are operated by Student Bodies at each school and are not available to outside group events. Concession stands at student body activities such as athletic events or dances may be operated by the students themselves or they may enter into an agreement with an outside agency (i.e. booster clubs, PTA/PTC, or commercial vendor) to run the stands. If an outside agency operates the concession stand, the school will often offer a contract to split the profits based on an agreed upon policy.

**Raffles and Games of Chance:**

School entities, including student clubs, are not authorized to participate in raffles because unlike the local PTA, they are not a nonprofit organization exempt from state tax and defined in the Franchise Tax Code.

In order for a group to be able to hold a raffle they need to be a tax-exempt nonprofit organization with an approved tax identification number pursuant to Revenue and Taxation Code 23701d. The organization must have been approved to do business in California for at least one year and must register with the Attorney General's Registry of Charitable Trusts.

Drawings may be considered raffles, and should not be held by school group who do not meet the requirements of a tax-exempt nonprofit organization.

Legal Reference:

Revenue and Taxation Code 23701d

## **Barbeques Policy and Guidelines:**

August 10, 2009

**Please first consider making arrangements to use park facilities that are designed to accommodate BBQ's and may provide BBQ pits as well.**

### **Safety Guidelines for BBQ's on District Property:**

1. BBQ's must be in a pit specifically designated for BBQ use. Do not use BBQ's that are low to the ground. For example Hibachi type or other BBQ pits less than 36" tall.
2. BBQ's should not be placed close to the school buildings, on all weather fields or tracks. Keep a safe 50 ft distance from all school buildings.
3. Students should never be allowed near the BBQ coals and should be supervised at all times by adults. A safe distance from a BBQ permit is 50ft.
4. BBQ coals should be thoroughly extinguished with sand or water, and coals should be disposed in a metal trash container. If your site does not have a metal trash container, please do not mix extinguished coals with paper or other combustible trash.
5. Students should not be asked to extinguish or dispose of BBQ coals at any time.
6. Portable BBQ pits must be removed from district property after the BBQ
7. Substances used to ignite coals must be removed from the district property after the BBQ

Any incidents or property damage as the result of a BBQ must be reported to the district's Risk Management Liability Office. If you have, any questions please call 231-1134.

Please inform all district staff, volunteers, and public regarding the above-mentioned requirements for BBQ's on district property.

Reference:

WCCUSD Operations Division – Bulletin No. 1

August 10, 2009

## **Community Kitchen Operational Policy**

September 14, 2009

1. Community Kitchens located are not available during the school day
2. Facility Use permits and Contra Costa Health permits are required to use the Community Kitchens after hours and on the weekends.
3. Authorization to use the Community Kitchen area does not authorized the adjacent or nearby Operational Kitchen and equipment including refrigerator space and oven use.
4. A custodian is required to unlock the Community Kitchen, inspect that the facility was left clean, will remove trash and lock the facility. The custodian will report to the school and to Facility Use if a group does not leave the Community Kitchen clean.
5. No food, utensils, paper products, pots, pans or small appliances may be stored in the Community Kitchen
6. Groups who do not follow the policy may not be allowed any future Community Kitchen Use.

For any questions regarding Fund Raisers, being held on school grounds after school and/or on the weekends please call the Facility Use Office 510-231-1113.