



# CHIPPEWA VALLEY SCHOOLS VOLUNTEER GUIDELINES

Chippewa Valley Schools (CVS) encourages and appreciates volunteer participation in our school's programs and activities. There are many opportunities to volunteer and to actively participate, which adds significant value and helps build a stronger school community.

These guidelines are designed to provide you with information to help assist you in your volunteer assignments.

If you volunteer for any school program or activity, you should make prior arrangements with the teacher/coach with whom you will work. Please be aware of building safety protocols that may restrict onsite visits.

## **District Expectations**

**Approval of all volunteer assignments or raffles is at the discretion of the Building Administrator/Athletic Director.** Failure to adhere to CVS *Volunteer Guidelines*, [Fundraising Guidelines](#) , [Student Activity Account Guidelines](#) , [Payment Handling Guidelines](#), and [Payment Collection Form](#) may result in a recommendation to revoke the volunteer status (click on the links for more information).

**The CVS *Payment Handling Guidelines* apply to payment collections** that take place on behalf of all schools, sports teams, student clubs, teachers, parent groups, coaches, sponsors, support groups, volunteers, and students.

***PaySchools Events*** is a system that is used to create a unique payment collection website for your fundraiser. It can collect information such as item type, size, quantity, purchaser name, purchaser contact info, and other pertinent information that is traditionally on a paper form.

***PaySchools Events electronic payment system should be used for ALL fundraising*** (i.e., ads, banners, donations, lawn signs, sportswear/spirit wear, discount cards, etc.).

If you are unable to use *PaySchools Events*, you must receive approval from the Business Office prior to collecting any payments.

If you are collecting payment by using a company/vendor that collects student or community payments directly, you must provide information regarding the sale and the website link to the Business Office.

**If a Payment Collection has been approved as an exception to allow cash handling, deposits must be made when payments reach \$500 or two weeks, whichever one comes first. These deposits must be in a sealed bag and given to the school bookkeeper/secretary for deposit into the school account.**

**ALL VARIANCES OR CONCERNS REGARDING A FUNDRAISER SHOULD BE REPORTED TO THE DISTRICT BUSINESS DEPARTMENT.**

### **General Volunteer Guidelines**

ALL volunteers must complete the [School Volunteer Criminal Record Check \(CRC\) Form](#) and return it, along with a copy of your Driver's License and/or Michigan ID card, in a sealed envelope to the student's school office **no later than 2 weeks before the event date.**

Volunteers must keep proper backup documentation, receipts, invoices, log sheets, etc. for all sales and fundraisers held. All receipts must be original...**NO PHOTOCOPIES.**

All finances, including individual student account tracking (if applicable), must be available to the district upon request. **Failure to adhere or comply may result in a recommendation to revoke the volunteer status.**

**Petty Cash:** No Petty Cash boxes are allowed.

**Quotes:** Purchases of \$5,000 or more need to have 3 quotes from 3 unrelated vendors and be reviewed by Purchasing. Contact the Purchasing department with any questions.

**For events that occur during the school year, purchases should be timed appropriately ahead of the event,** and in some cases can also be made after the event, in accordance with District purchasing methods. For events that take place **after May 20th**, fundraising should end at least **3 weeks prior** to the event date. This timeline will ensure that purchases can be made and received prior to the event taking place and minimizes the need for emergency purchases.

**Gift cards can be given as prizes if they are purchased in denominations of \$25 or less. A maximum value of \$25 in gift cards can be given per person.** You must track the inventory of gift cards noting the winners.

**Gift cards must be coordinated and ordered by the school bookkeeper/secretary at least 48 hours in advance before gift cards are needed.** Electronic gift cards will NOT be allowed.

Check with school bookkeeper/secretary for gift card merchants that are available at the time of ordering. **The club/group/team is responsible for security of gift cards until distributed.**

When hosting events such as concessions, bookfairs, general sales, etc., **no persons under the age of 16 should handle payments or products.** Exceptions can be made for school clubs/groups/teams or educational programs where students may be asked to participate.

**NO persons under the age of 18** can sell or buy raffle tickets.

If using a **Cash Box** for an approved event, the district's [Cash Box Guidelines](#) must be followed.

**Donations:** If a donation letter is needed, the request is filled by the school - forward your request to the Building Administrator. If a Federal Identification Number is needed, please contact Accounts Payable.

**Certificate of Liability Insurance:** Use of interactive equipment or inflatables (bounce houses, inflatable obstacle courses/slides, mechanical bulls, etc.) for events require a *Certificate of Liability Insurance* from vendor **prior** to event taking place, Chippewa Valley Schools (19120 Cass Avenue, Clinton Township Michigan 48038) must be listed as an "additional insured." Submit copy of certificate to District Auditor. These certificates are good for one year.

**Sales Tax:** Volunteers should not make purchases outright for items that will become the property of the school. Items that will become property of the school may be tax exempt if purchased with school/district payment.

Items purchased by volunteers are **not** tax exempt. Volunteers are required to inform the seller that sales tax must be included and its own line item on any invoice.

## **Fundraising**

**Approval of all volunteer assignments or raffles is at the discretion of the Building Administrator/Athletic Director.** Failure to adhere to CVS *Volunteer Guidelines*, [Fundraising Guidelines](#), [Student Activity Account Guidelines](#), [Payment Handling Guidelines](#), and [Payment Collection Form](#) may result in a recommendation to revoke the volunteer status (click on the links for more information).

Volunteers must submit a [Payment Collection Form](#) and select which electronic payment system being used (*PaySchools Central*, *PaySchools Events*, vendor website). Submit *Payment Collection Form* with any communication that will be shared with staff, students or community members, to the appropriate Building Administrator/Athletic Director for approval **PRIOR** to event taking place.

Once approved, the *Payment Collection Form*, with the Building Administrator/Athletic Director original signature, should be forwarded to the Business office along with the supporting communication documents **PRIOR** to the event taking place. You keep a copy for your records.

Intended use of the payments from the fundraiser held must be clearly indicated on the *Payment Collection Form*.

**Any fundraiser that results in an individual winning \$600 or more (single win or combination of wins) must complete a CVS [Winner's Information Form](#) and submit a copy to the CVS Business office.**

**For events that occur during the school year, purchases should be timed appropriately ahead of the event**, and in some cases can also be made after the event, in accordance with District purchasing methods. For events that take place **after May 20th**, fundraising should end at least **3 weeks prior** to the event date. This timeline will ensure that purchases can be made and received prior to the event taking place and minimizes the need for emergency purchases.

**“Begging for Bucks,” “Performing for Bucks,” “Tag Days,” or other type of street performance fundraisers are NOT permitted.**

**“Miracle Minute” or other type of “pass the hat” donations are also prohibited.**

**All fundraising payments collected, or booster work credits earned, must be used for the benefit of the entire club/group/team, NOT an individual. An exception to this is:**

- **A district approved High School trip or camp that costs \$500 or more per student.**
- **Fundraiser paperwork submitted to District (*Payment Collection Form*) and information sent out to parents, students, or community members (flyer/pre-order forms) must indicate that funds are being used towards this district approved High School trip or camp.**
- **These funds cannot be used towards uniform cost or maintenance, concert/event/banquet/group party entrance, spirit wear or any other item/activity.**
- **Refer to the *Student Activity Account (STAA) Guidelines* for further clarification on individual student account fundraising.**

Alcohol and Tobacco Use are not permitted within 1,000 feet of school property.

- If a fundraiser offers transportation provided and pick-up and drop-off is on school property, no alcohol or tobacco are allowed on the bus.
- If fundraiser is at an establishment (bowling alley, Jimmy Johns Field, etc.) where alcohol is sold and students are present, the area where fundraiser is held must be alcohol free.
- Any fundraiser in which alcohol is served, must have adult only participation. No students can be present.

**Personal Cause or Life Events for Individuals or families:** The District requires families to establish their own special bank account or some sort of "[GoFundMe](#)" personal online fundraising website for personal causes and life-events. Personal/family fundraising accounts cannot use the district name, school name or the District's EIN. Anyone submitting a donation check towards this type of fundraiser should write the check directly to the individual/family, not the District/School.

When conducting door to door type fundraisers (pop can collections or car washes) **an adult must be present and visible.** If the event takes place at a store, the adult must be supervising the students and cannot be shopping inside the store. **All payments collected must be used for the entire club/group/team not an individual.**

**No cash** can be given out as a prize (i.e., grand prizes, top sellers, etc.).

### **Check Request Policies**

**All check requests and reimbursements must go through the school bookkeeper/secretary.** Contact school bookkeeper/secretary for specific requirements, internal forms, and timelines. Plan accordingly!

Original receipts/invoices must be included with any payment request/reimbursement. **NO PHOTOCOPIES.** Dining receipts must have backup documentation (i.e., purpose of meeting, participants, and detailed receipts).

Online purchases should be reimbursed from shipment notifications not from order confirmations or statements. If available, attach the packing slip from the shipment to the reimbursement.

If providing a refund for an event, please attach any communication regarding the refund.

### **Purchases and Payments**

**All purchases on behalf of a school club/group/team must be ordered or paid by the school. This will require working with the school bookkeeper/secretary to understand purchasing policies and the timing for those purchases/payments.**

All vendor payments must go through the school bookkeeper/secretary. **Payments can only be made from invoices, not statements or order confirmations.**

Volunteers should not make a purchase outright for items that will become the property of the school. Items that will become property of the school may be tax exempt if purchased with a school check. **Sales tax should be included on invoices, purchases made by a volunteer are not exempt from sales tax.**

## **General Raffle and Licensing Guidelines**

**What is considered a raffle?** If you are charging people or requiring them to donate or provide something of value to participate in a drawing where a prize will be awarded, then you are conducting a raffle!

If considered a raffle, **ALL Michigan Lottery Charitable Gaming Division** rules and regulations apply (click on links: [Raffle Guide](#) and [Charitable Gaming Raffle Rules](#)).

**NO PERSONS UNDER THE AGE OF 18 CAN PURCHASE OR SELL RAFFLE TICKETS.**

**Gift cards can be given as prizes if they are purchased in denominations of \$25 or less. A maximum value of \$25 in gift cards can be given per person.** You must track the inventory of gift cards noting the winners.

**Any raffle that results in an individual winning \$600 or more (single win or combination of wins) must complete a CVS [Winner's Information Form](#) and submit a copy to the CVS Business office.**

Raffle payments **must** be deposited into the account the Raffle Organization ID is under (School/PTO/Support Group).

**The State of Michigan takes approximately 8 weeks to process raffle applications.**

## **Conclusion of Raffle**

At conclusion of the raffle, you must complete the raffle [Financial Statement](#) and send it to the State of Michigan **by the 10th of the month following your raffle**. Failure to do so may delay other clubs/groups/teams from obtaining a raffle license.

Contact the [Charitable Gaming Division](#) with any questions at (517) 335-5780.

## **Temporary Food Licenses**

Events that are covered under the District's Food License:

- Serving pizza already cooked from an established licensed pizzeria.
- Serving popcorn from school popcorn machine.

**CVS DOES NOT ALLOW ACCESS TO THE SCHOOL'S KITCHEN UNLESS A CVS FOOD EMPLOYEE IS PRESENT.**

Volunteers that are Food Safe Certified do not preclude your group from applying for a Temporary Food License. Food Safe Certified is only recognized for permanent structures.

Contact Food Services for more details or clarification at (586) 723-2002.

Fire Inspections must be done when holding events, such as Mom to Mom sales, carnivals, outdoor events, etc., at your school. You will need to contact your township Fire Marshal to approve all layouts.

**Forms and Guidelines Needed** (click on the links below):

- [Fundraising Guidelines](#)
- [Payment Collection Form](#)
- [Payment Handling Guidelines](#)
- [PaySchools Events - New Event Setup Form](#)
- [Student Activity Account Guidelines](#)

All forms and guidelines can be found on the CVS *Volunteer* website <http://www.chippewavalleyschools.org/for-parents/volunteers/>