

# Administrative Guidelines

## COMMUNITY RELATIONS

Policy 805.4-G  
(previously 1005.4-G)

### Money-Raising Activities in the Schools

#### School Funds

1. The Board of Education (Richmond) must approve, through the office of the Superintendent of Schools, all organizations which use the school in their promotion for funds.
2. School parent groups wishing to use the school name to raise funds for school use must clearly indicate the purpose for which the funds are to be used and have the prior written approval of the Principal.
3. The sale of merchandise to raise funds must be at prices which will avoid unfair competition with local merchants.
4. Principals should be cognizant of the duplication or conflict which could occur between schools.
5. Pre-numbered receipts must be issued for all funds received by the school.
6. Adequate documentation to support each disbursement must be maintained by the schools