

Arlington Public Schools accepts, and monitors the use of, funds, and goods from sources other than Arlington County and the Commonwealth of Virginia providing such resources enhance and do not impede instructional programs, student activity programs, and ancillary programs sponsored, administered and/or supported by the Arlington Public Schools.

Grants and Restricted Programs

Arlington Public Schools maintains a separate fund, the Grants and Restricted Programs Fund, to account for revenues received from grants and awards and for expenditures made in accordance with the provisions contained in each grant or award. The fund provides a mechanism for individuals and programs to seek sources of funding to augment Arlington Public Schools educational programs. Revenues and expenditures included in this fund are generally for functions, programs and activities that supplement the schools operating fund and/or have funding cycles that do not coincide with the Arlington Public Schools fiscal year and/or budget cycle. All grant applications requesting significant funding and/or the hiring of personnel must be approved by the Superintendent or designee to assure compatibility with Arlington Public Schools goals and objectives and the systems ability to sustain the grant over time.

Gifts to Schools

Arlington Public Schools may accept gifts that assist or enhance its programs and schools. All gifts become the property of the School Board, and no future control of the gift may be exercised by the donor other than those conditions agreed to by the School Board at the time of the donation. Gifts to Arlington Public Schools in excess of \$1,000 will be reviewed by the Superintendent or designee to ensure that the gifts are not in conflict with Arlington Public Schools goals and curriculum. If the gift or donation involves hiring personnel, the gift/donation must be approved by the Superintendent or designee.

Private Funding for Building and Grounds Improvements

Arlington Public Schools allows private contributions to finance building and grounds improvements directed toward the specific goals and objectives of an individual school or of Arlington Public Schools. Arlington Public Schools reserves the right to refuse any contribution. In making decisions whether to grant approval for facility improvement (above existing School Board approved guidelines) using private funds in whole or part, the following shall be considered:

1. Whether the improvement benefits the school and/or school system.
2. Whether the improvement will cause unanticipated consequences, including future financial liability in annual operating costs.
3. Whether the improvement would foster or exacerbate inequity among schools, including exploration of whether other schools would want a similar feature, the desirability and comparison of "extras" among schools, and maintenance of a systematic attractiveness and appeal of all public schools county-wide.

ARLINGTON PUBLIC SCHOOLS
Policy D-15 External Funding - Commercial Activities

Proposals for projects to be done using private funding in excess of \$1,000 will be reviewed according to the criteria stated above. Depending upon the anticipated cost of the project, the following approval processes will be used:

1. Projects estimated at less than or equal to \$15,000 will be reviewed and approved/accepted by the principal and then by the Superintendent (or designee).
2. Projects estimated between \$15,001 and \$100,000 will be reviewed and approved/accepted by the principal, the Assistant Superintendent for Facilities and Operations (or designee) and by the Superintendent (or designee)
3. Projects estimated at greater than or equal to \$100,001 will be reviewed and approved/accepted by the principal, the Assistant Superintendent for Facilities and Operations (or designee), by the Superintendent (or designee) and by the School Board.

It shall be the responsibility of the principal to ensure the interests of the school community are considered throughout the review and approval process.

Following approval of projects with an estimated cost of \$15,000 or more a Memorandum of Understanding (MOU) or document will be written and signed by the donor and the School Board or Superintendent. Such document shall be based on the donor's proposal and shall set forth the details of Arlington Public Schools' agreements as to the use of the funds and development of the project. For projects under \$15,000 the principal will send the donor a letter/form accepting and acknowledging the gift.

Private funding sources may include donations or endowment to Arlington Public Schools from the following:

1. Parent-teacher and parent advisory groups,
2. Other parent sponsored groups such as booster clubs, students, or alumni groups,
3. Individuals,
4. Private organizations (including businesses and non-profit foundations) that provide funds without an exchange of rights, and
5. Commercial or other organizations that provide benefits in return for specified considerations.

All facility improvements (including in-kind contributions) financed with private contributions become the property of the Arlington Public Schools.

Commercial Activities

The Arlington Public School Board recognizes the public schools provide a potential market for commercial activities. Therefore it is important that Arlington Public Schools make every effort to protect students and parents from exploitation and ensure that commercial activities do not interfere with the educational program. Except for instruction relating to advertising, students shall not be required to listen to, read, or be subjected to commercial advertising in the classroom or in school-provided materials in curriculum-related activities, except as provided in this policy.

Advertisements

Definition: Any visual, audio, or video placement of a name, slogan, or product message on Arlington Public Schools property, publication, or broadcast in return for payment of money or other economic benefit to a School or to Arlington Public Schools. The term advertising does not include material related to traditional fundraising activities sponsored by Arlington Public Schools or a school such as walk-a-thons or magazine sales, etc. No advertisement shall be allowed in any part of any school program unless it fits one or more to the following categories, or is approved by the Superintendent or designee:

1. Paid advertisements in a high school student newspaper or other district publication.
2. Advertising in the event program for an extra-curricular activity.
3. The display of product names on vending machines that have been placed in the school for the use of students, staff, and the public at secondary schools and other district facilities (vending machines may only be placed in staff rooms at elementary schools).
4. Incidental advertisements that appear when students are reading various publications or accessing Internet services.
5. Donations or gifts that carry a commercial designation that is incidental to the use of such donation or gift.

Sponsorships

Definition: Any payment of money or other economic benefit to a school or to Arlington Public Schools in exchange for recognition other than an advertisement.

The School Board encourages staff to seek sponsorships to help support Arlington Public Schools programs and services, but no sponsorship agreement shall require that Arlington Public Schools programs and services be delivered in a specific manner. Any sponsorship must be approved by the Superintendent or designee.

A sponsor may be acknowledged in Arlington Public Schools publications or broadcasts and on school premises. The acknowledgement should do no more than recognize an outside entity and not minimize or take away from Arlington Public Schools' role or responsibility for the activity or service.

Exclusive Rights Contracts

Definition: Any agreement to accept payment of a premium or other economic benefit by a school or Arlington Public Schools in return for Arlington Public Schools or the schools' agreement to limit services or products it will use, purchase or accept. The term includes limited exclusive rights contracts where more than one provider may supply the service or product, but Arlington Public Schools or the school has agreed to limit what it will use, purchase, or accept. Exclusive Rights Contract shall not include requirement contracts or other contracts competitively bid pursuant to Arlington Public Schools Purchasing Regulations and the Virginia Public Procurement Act.

The Arlington Public School Board does not want to be seen as endorsing any particular product. Therefore exclusive rights contracts are prohibited.

Purchase of Goods and Services

From time to time Arlington Public Schools may contract for goods and services, particularly in its food service program, where the display of product names is necessary, because it's incidental to use of the product. Such displays are permitted where incidental to use of a product purchased in the conformance with purchasing procedures established by law and School Board Policy, and where necessary to the economical use of the good or service. Contracts shall not include provisions that would allow marketing activities, including advertising, to take place in Arlington Public Schools facilities other than through such incidental displays where the product is being utilized.

Fund-raising Activities

Arlington Public Schools permits students to participate in school sponsored fund-raising activities to generate funds and/or products to support the student program within their school. During school activities while in the school building students may participate only in fund-raising activities either officially sponsored by the school or non-school sponsored activities approved by the principal. The term non-school sponsored activities apply only to those organizations that are related to the school such as the PTA, a booster club, or the Arlington Outdoor Education Association. The following are the general principals related to fund-raising:

1. Fund raising activities shall not impede or interfere with the instructional program.
2. Fund-raising activities must be conducted in a physically safe and prudent manner and exploitation or encouragement, directly or indirectly, to engage in activities not in children's best personal or educational interest is prohibited.
3. Fund-raising activities are to be carefully planned and managed and must reflect good business practices.
4. All money generated by a fund-raising activity must be used to support the advertised purpose of the activity.
5. Elementary school shall not participate in fund-raising activities that require students to engage in door-to-door solicitation.
6. Activities and orientations shall not encourage students to participate with the promise of prizes or rewards that are unlikely to be attained.
7. Students shall not be encouraged to participate by appealing unreasonably to their self-esteem, sympathy, need to belong, or other emotions or feelings.
8. Fund-raising activities should not include techniques likely to embarrass students who do not participate.
9. Schools should not offer activities (e.g. dances, movies, parties) that exclude students who do not participate in fundraisers activities.
10. Fund-raising activities should be appropriate to the age group of the students involved.
11. The principal should be sensitive to the community values and preferences when approving a fund-raising activity.

Fees, Tuition and Charges

Arlington Public Schools assesses fees, tuition and other charges for services for a number of reasons and in support of a number of programs. The School Board sets these fees, tuition and charges for services on an annual basis. Fees, tuition charges and other charges for services are intended to cover no more than the costs of the services provided, except in cases where market forces dictate otherwise. These fees and charges include among others Extended Day fees, Summer School fees, Montessori tuition, nonresident student tuition, Adult Education tuition, Career, Technical and Adult Education service, use of facilities charges and fees. Each program or activity uses specific criteria to determine fees, tuition or charges. It is the intent of the School Board that generally these fees, tuition and charges will not be in excess of the cost of providing the service and that no citizen subsidizes any other citizen in the application of these fees, tuition and charges. If the fees, charges, or tuition are set above the actual cost of providing the service it is in response to market rates for the service. In order to allow all Arlington residents equal access to services, sliding fee schedules may be developed based on income levels. Arlington Public Schools maintains a budgeted revenue account for high school athletic event admission fees, Gate Receipts. Gate Receipts must be collected, recorded, and deposited in the school activity fund accounts and then transferred to a central budget revenue account. Each high school is authorized to spend an equal share of the budgeted revenues. Each high school may spend the budget amount regardless of the amount of its gate receipts.

School Activity Funds

The Regulations of the State Board of Education define school activity funds as “all funds received from extracurricular school activities, such as entertainment, athletic contests, club dues, school fund-raising, etc., and from any activities of the school involving personnel, students, or property.” The school or students engage in various activities to raise funds for school use; these funds are known as activity funds. These students activity funds are distinct from funds of non-school sponsored activities, which are those activities sponsored by organizations that are related to the school such as the PTA or a booster club. These organizations retain their own funds and such funds are not part of student activity funds.

All funds derived from extracurricular school sponsored activities, such as entertainment, athletic contests, club dues, school stores, etc., and from any and all activities of the school involving school personnel, students or property are classified as School Activity Funds. School activity funds are subject to State guidelines and will be audited on an annual basis. Consistent with State guidelines:

1. Funds derived from the student body as a whole should benefit the student body as a whole.
2. Funds should be used solely in accordance with the purpose for which such funds were collected.
3. Funds should be sent in such a way as to benefit those pupils who are in school and who have contributed to the accumulation of such funds.
4. Projects for raising school activity funds should contribute to the educational experience of pupils and should not conflict with the instructional program.
5. Student participation is encouraged in the management of funds raised by the student body and spent for its benefit, subject to faculty supervision.

6. Funds shall be managed in accordance with the best business practices, including sound budgetary and accounting procedures.
7. Student body business should be conducted in such a manner as to offer maximum competition with commercial concerns.

School Board revenues which are generated at the local school level are temporarily held in the school activity funds. These School Board revenues are to be remitted to Arlington Public Schools on a regular basis for deposit into the appropriate budgeted revenue accounts.

The position of public trust held by School Board employees requires that any impropriety or appearance of impropriety be avoided at all times. School Board employees are prohibited from accepting gratuities or from utilizing the buying services of school activity funds for personal purchases.

References

Code of Virginia

Regulations of the Board of Education of the Commonwealth of Virginia

School Activity Funds – Guidelines Issued by State Department of Education

School Board Policy B-2.6.1 Conflicts of Interest

School Board Policy F-2 Goals

School Board Policy J-15.30 Privacy Rights and Regulations

School Board Policy K-7 Financial Management – Use of School Facilities

School Board Policy M-1 Reporting Serious Incidents

School Board Policy M-6 Financial Management – Jointly Funded Projects/Programs

Policy Implementation Procedure D-2.30 PIP-2 Financial Management – Sales and Use Tax

Policy Implementation Procedure D-10.1 PIP-2 Purchasing – Types of Solicitations

Policy Implementation Procedure D-15 PIP-4 External Funding – Fee and Payment Collection

Policy Implementation Procedure D-15 PIP-12 External Funding – School Activity Funds – Accounting

Policy Implementation Procedure D-15 PIP-14 External Funding – School Activity Funds – Revolving Accounts

Policy Implementation Procedure M-13 PIP-7 Procurement Procedures – General

Policy Implementation Procedure M-13 PIP-10 Procurement Procedures – Purchasing Agent Contract/Source Selection

Policy Implementation Procedure M-13 PIP-14 Procurement Procedures – Disadvantaged Businesses

Policy Adoption and Revision History

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