

Building Blocks for Kids Richmond Collaborative

Fundraising at your Child's School

A How to Guide

Coordinating a food fundraiser at your school can take time and you need to give the school district and your principal enough time to help you make it happen. To be on the safe side, begin two months in advance.

Here's how you can go about it:

1. **Contact the principal at the beginning of the school year** to let him or her know that you would like to have a fundraiser
2. The principal will then fill out a **Fundraiser Approval Request Form**. You can find that form that the principal will fill out on the second page of this link: <http://goo.gl/cPnqis>.
3. The **form must be submitted to the Executive Director for approval**. You can find the Executive Director of your school through the district's website at this link: <http://www.wccusd.net/Page/6796>
4. Any fundraising request must be submitted to the Executive Director with a month in advance of the date you wish to have your fundraiser;
For example, if you want to have a cupcake sale on valentines Day which is February 14th, you must **present the request to the Executive Director 30 days before the event** and you must make sure that there is a school board meeting that takes place before February 14th in order to have your fundraiser approved
5. **All fundraisers that take place in a school must be approved by the district's Board** of Education members at a school board meeting.
You can find when school board meetings take place through the district's calendar: <http://www.wccusd.net/page/70>
6. If you want to hold your fundraiser at the school, you must **fill out and submit a Facilities Use Permit** and send to Rina Prasad who is the Facilities staff in the district. Rina can be reached at 510-231-1113 or rprasad@wccusd.net. Facilities Use Permit can be found here: <http://goo.gl/OJ3O2p>

Now, if you want to **sell food**, you will need to submit additional information and you will most likely have to give yourself, the school, and **the county** more time to approve.

1. A county food permit will be required to sell food at the school and you must assign an "event coordinator" to submit the full application. The event coordinator is the person that the county will be in contact with to approve the application and issue a permit to sell food. You may access the application here: <http://goo.gl/pWXp0c>
2. There is a \$39 application fee that is non-refundable

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3. The application packet must be completed and submitted at least 2 weeks before the event (if you don't, you will be charged \$150)
4. Each table that you set up to sell food will cost (except nonprofits, they are not charged the cost per table). It is a good idea to talk with a nonprofit to sponsor your parent group.

1-2 for-profit booths/tables	\$171 ea.
3-7 for-profit booths/tables	\$124 ea.
8+ for-profit booths/tables	\$110 ea.

5. You must NOT prepare food at home or on school grounds during the school day. Consider making arrangements to use park facilities close to the school that are designed to accommodate BBQ's and may provide BBQ pits as well.

6. If you have questions about getting a permit through the county, contact: Linda Whalen whose expertise is permitting school food fundraisers at (925) 692-2500 or Linda.whalen@hsd.cccounty.us

If I cannot cook for the school's fundraiser at home or in the cafeteria, what can I do?

Use a school community kitchen after school hours or on the weekend by filling out a Facilities Use Permit with Rina at 510-231-1113 or rprasad@wccusd.net.

A full list of school community kitchens will be provided by Rina soon and you can expect this document to be updated when that information is received. If you'd like to know if your school's kitchen is a community kitchen (available for public use), please contact Rina. The principal of the school in which the community kitchen is located must also approve the use of the community kitchen.

- A Contra Costa County Health permit is required to use a community kitchen after hours and on weekends
- Use of the community kitchen area does not authorize the nearby Operational Kitchen and equipment including refrigerator space and oven use
- A custodian is required to unlock the community kitchen and make sure that the kitchen is left clean (an extra fee may be charged for the facility and the custodian though the district's Facilities Use Permit; however, you may ask to waive those fees with the principal or Executive Director of your school)

Things you must know:

- Food made and sold cannot compete with the school lunch program (you must make/cook something different than what the school serves on that particular day)
- No more than four food sales per year can be scheduled at the school site
- The following fundraisers are not allowed due to risk or health and safety concerns:

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- 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

Here are some ideas other schools have done!

Kensington Hilltop's Spring Carnival (all day event)

- The Dad's Club **cooks burgers**, hot dogs, and tri-tip on outside grills at the school. Parents in the Multi Purpose Room (with hairnets and gloves) place the meat on buns. The meat is kept in banquet warmers. Fruit salad is also served and handled by one person. Chips and drinks are packaged. This meal ranges from \$6 to \$8.50.

How does a school BBQ fundraiser sound?

Korematsu

- The school coordinates an **ice-cream social** and gives ice-cream away to students

Imagine selling ice-cream for \$1 to raise funds for your school!

- The campus hosts a **Back-to-school pizza social** with pizzas and salad purchased from a local vendor and pizzas are passed out (by parents with hair nets and gloves) in a line inside the Multi Purpose Room. Mini bottled water is also provided. This meal is provided at \$5/person.

Don't want to cook and want to fundraise? Go for it!

Please submit other fundraising ideas to dgalicia@bbk-richmond.org , we'll add them to help parents from various schools imagine their fundraising possibilities.