CHIPPEWA VALLEY SCHOOLS

Internal Support Group Volunteer Guidelines Review

CONTACT INFORMATION

Laurie Stevenson is the liaison for all Community Support Groups. This includes, but not limited to, the following:

- Communication management
- Finance Manager training
- Audits
- Guideline reviews and training

Laurie Stevenson

Business Services Coordinator

Chippewa Valley Schools

Contact: lstevenson@cvs.k12.mi.us, 586-723-2143

GENERAL

An internal support group is a school, sports team, or student club/group. **An internal support group volunteer** is someone who actively participates in helping one of these groups and are typically involved in coordinated efforts approved by the support group, such as events, logistics, and possibly communications.

Funds raised by internal support groups should only be for the benefit of the school, sports team, or student club/group and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. Funds raised are considered a part of the total fiscal operation and are subject to policies established by the district.

All internal support groups financials and activities are subject to District audit. Internal support groups finances are audited through the building check runs and building deposit process.

No personal funds should be used for any approved payment collection or start-up funds.

District approved electronic payment systems (*PaySchools Central* and *PaySchools Events)* must be used for collecting payments. In some circumstances, the district Square system may be utilized. Prior approval is needed for the use of Square. *Contact Charlene Staniec cstaniec@cvs.k12.mi.us for PaySchools Events and/or Square.*

District is cash free. No cash or checks allowed. Cash collections must be approved by the Business office.

NO Petty Cash boxes, or Tip Jars are allowed and **NO** persons under the age of 18 is allowed to handle money or food.

GENERAL CONTINUED

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.

Donation requests should be forwarded to the school's Building Administrator for approval. If a Federal Identification Number is required, please contact Laurie Stevenson *lstevenson@cvs.k12.mi.us* .

For purchases of $5,000 or more, three quotes are required, and the purchase must be reviewed and approved by Lillian Grayson in the Purchasing Department before any orders are placed. Invoices may not be split to circumvent the quoting requirement. Lillian can be reached at LGrayson@cvs.k12.mi.us . All purchases made on behalf of the school or Support Group must be delivered directly to the school, not to a personal residence or business (refer to the Purchasing Guidelines).

Items purchased with internal support group funds that become school property must remain on school grounds and may not be used for personal purposes.

Sales Tax

Internal support groups, teachers, coaches, sponsors, and volunteers are NOT tax exempt, and are required to pay sales tax for purchases where sales tax is not charged.

Sales tax must be included on invoices and receipts where sales tax is due.

Do 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 a school payment.

FOOD TRUCKS

Food trucks on school property in Clinton Township MUST apply for a site permit through the Township. This is a township ordinance!

All food trucks must follow the Fire Department procedure for inspection to operate in Clinton Township. You may submit a letter to the Township Board asking to waive any fees.

You can put multiple proposed areas of the school grounds on one application and only pay for one permit.

Clinton Township https://www.clintontownship.com/500/Food-Trucks

Food Truck Site Permit Location of Food Truck Permit

If you are needing any additional information or clarification on how to apply for a food truck site permit, please contact the township directly at (586) 286-9323.

CHECK WRITING GUIDELINES

A school check is required for all payments. Please work with the school bookkeeper/secretary.

Internal support groups must keep proper backup documentation for all sales and fundraisers held (i.e., original receipts, original invoices, class lists, order forms, pre-registration forms, flyers, ticket stubs, copies of checks, log sheets, etc.). **All receipts must be original…NO PHOTOCOPIES.**

All reimbursements should be processed and paid within the same school year in which the items were purchased.

Reimbursements should be based on shipping or delivery confirmations, not just payment or order notifications. Payment/order notices only show that the vendor received the order, not that it is in stock or shipped. Please still include payment details with your backup documents. If available, attach a packing slip or a receipt confirming the order has shipped or been delivered.

Meal receipts must be accompanied by supporting documentation, such as the purpose of the meeting or luncheon, a list of participants, and detailed receipts showing what was purchased.

When issuing a refund for an event, attach a copy of the refund request (such as an email) to the Check Request/Reimbursement Form as backup documentation.

Items purchased by parents for the internal support group and reimbursed by the group become the property of the internal support group.

PAYMENT HANDLING/DEPOSIT GUIDELINES

As stated in the slides marked "General," the district expectation is that ALL payments are collected electronically. Any variance from this must have Business office approval.

The school deposit form is required for all deposits. Please work with the school bookkeeper/secretary.

All payments collected must be deposited intact and turned into the school bookkeeper/secretary.

Business office approved cash/check collections must be deposited as revenue received.

ALL deposits must go through the school bookkeeper/secretary.

NO expenses can be paid in cash.

All cash must be counted by two individuals; a school deposit form must be used and both persons counting the cash must sign, date and verify the amount.

Do not sign a deposit form if you have NOT counted the cash, do not have another person sign if they did not count.

All payments collected must be documented and have backup attached (i.e., class lists with amount paid per student, ticket reconciliation sheet, check remittance, participant list, game schedules, *Deposit Payment Log*, etc.).

PAYMENT HANDLING/DEPOSIT GUIDELINES - CONTINUED

Un-deposited payments must remain in the school safe. **Business office approved** cash/check collections is never taken off the school premises.

Start-up funds can not be personal funds. A school check payable to an individual for start-up funds can be generated through the bookkeeper/secretary. **Start-up funds can be deposited with event profits but must be broken out as a separate line item** on the school deposit form and in the school system. **It must show as "return of start-up cash."**

One deposit can be made for multiple collections in one day if broken out into multiple line items on the school deposit form and in the school system.

For off-site events, deposits must be made as soon as possible, or the funds must be secured in the school safe. Sealed money bags must be used. A second person—different from the one handling the sealed bag—must take the receipt strip with the amount noted. The receipt strip and money bag should then be matched to the deposited amount and retained with the supporting documentation.

APPROVED CASH SALE PAYMENTS MUST BE DOCUMENTED. If using a cash box for any event, please follow the District's *Cash Box Guidelines*.

All concerns regarding discrepancies in cash deposits or cash handling must be reported to the District Business Department.

FUNDRAISING

Internal support groups must submit a ***Payment Collection Form (PCF)***, and related communication materials to the Building Administrator for approval. Fundraiser approval is at the Administrator's discretion. Noncompliance with Chippewa Valley Schools' ***Fundraising Guidelines*** or ***Payment Handling Guidelines*** may be subject to disciplinary action.

The intended use of fundraiser proceeds must be clearly stated on the Payment Collection Form.

Send the original, signed paperwork (with Admins signature) and supporting documents to the Charlene Staniec, **cstaniec@cvs.k12.mi.us** **PRIOR** to the event. **Keep a copy for your records.**

CASH COLLECTIONS ONLY – Contact Charlene by email before submitting the PCF to the Building Administrator. All other fundraising requests may go directly to your Building Administrator.

Alcohol and tobacco use are prohibited within 1,000 feet of school property. If a fundraiser includes transportation with pick-up or drop-off on school grounds, no alcohol or tobacco is allowed on the bus. For events at venues where alcohol is sold (e.g., bowling alleys) and students are present, the fundraiser area must remain alcohol-free. Fundraisers involving alcohol must be **adults-only—students are not permitted to attend**.

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

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.

For events like Mom to Mom sales, craft shows, or carnivals, a fire inspection is required. Contact your township Fire Marshal to approve all layouts.

FUNDRAISING - CONTINUED

Door-to-door fundraisers (e.g., pop can drives, car washes, etc.) require a visible adult supervisor. At store locations, the adult must remain with the students and not go inside. **Funds collected must benefit the entire group—not individuals**.

The following types of fundraisers are NOT permitted by the district:

- **"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 NOT permitted.**
- **Texas Hold'em Tournaments, Millionaire Parties, Charity Poker Nights/Tournaments, Football Squares, and Automobile Raffles are NOT permitted.**

For personal or family causes, the District encourages families to set up their own bank account or use a platform like ***GoFundMe*****.** Donation checks should be made out directly to the individual or family—not to the District or school. These fundraisers may not use the District name, school name, or District EIN.

For events like Mom to Mom sales, craft shows, or carnivals, a fire inspection is required. Contact your township Fire Marshal to approve all layouts.

RAFFLES

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 holding a Raffle and the combined total of all prizes awarded is $100 or more, or tickets are being sold for more than one day, a Raffle Application must be completed and sent to the State of Michigan.

- If your raffle **cannot** take place on the date and times indicated on your raffle application/license, you **must** contact the State for guidance.
- The State takes roughly 6 - 8 weeks to process raffle applications.
- **Payments for Raffle tickets CANNOT be collected online per the State of Michigan.** No way to confirm who is purchasing the tickets (must be 18 yrs and older).
- **NO** persons under the age of 18 can sell or buy raffle tickets, however, they can be the vehicle to move money and tickets between home and school.
- Must keep track of all donated raffle items and their fair market value.
- **Raffle money must be deposited into the school account the Raffle Organization ID is under.**
- **The State of Michigan prohibits using the words Lotto or Lottery for raffles.** You cannot advertise or have those words on your tickets. Refer to the Michigan Charitable Gaming website (https://www.michigan.gov/cg/raffles).
- **If using tickets (i.e., pre-sales, at-the-door, etc.), please follow the *Raffle Documentation and Information Guidelines*.**
- **Roll-type or theater-style tickets may be used if the sale of tickets is conducted in-house, where there is no pre-sale of tickets.** NOTE: The rules do not require raffle tickets to be purchased from a supplier.
  - A sequential ticket number must appear on both halves of the perforated ticket.
  - Half of the ticket is retained by the seller and included in the drawing.
- **Pre-printed tickets or booklets must be used if tickets will be sold prior to the day of the event.** The prizes to be awarded must be predetermined. **State of Michigan REQUIRES you to use the *Raffle Ticket Accountability Form* to track these tickets being sold.**
- **Must complete the *Financial Statement* report by the 10th of the month following the raffle and send to the State.** Failing to do so may delay your group or another group within the school from obtaining a license (http://www.michigan.gov/cg/raffle). Keep copy and include with your backup documentation.

If one winner wins $600 or more in a single win or a combination of wins for any raffles, Reverse Raffles, Daily 3 Drawing, etc., A CVS *Winners Information Form* MUST be completed by the winner before they can receive their payout. A copy of the *Winners Information Form* must be submitted to Laurie Stevenson (LStevenson@cvs.k12.mi.us) no later than one week after the event. The Business Office will then mail out Form W-2G, Certain Gambling Winnings, to each winner.

Silent Auctions do not need a license.

Revised: 8/1/2025

VENDOR PAYMENTS

Payments to vendors must be made from original invoices, not statements or order confirmations, and paid with a School check. Vendors cannot be paid in cash or with personal payments (check, credit/debit card).

Vendors cannot pay internal support groups in cash for profits. Must pay Internal Support Group with a vendor check written to the School.

At NO point can an Internal Support Group member or volunteer be a vendor. That would be a conflict of interest and put the person in a position of influence.

All other district purchasing guidelines apply, including Amazon purchases. Contact Lillian Grayson in Purchasing for more information. Lillian can be reached at LGrayson@cvs.k12.mi.us .

Any vendor providing interactive equipment, inflatables, food trucks, mechanical bulls, balloon artists, face painting, magicians, petting zoos, or similar attractions on CVS property for an event must have a Certificate of Liability Insurance (COI) on file with the Business Office prior to the event.

- Internal Support Groups are responsible for contacting the vendor to request an updated COI if it has expired.
- Chippewa Valley Schools must be listed as the "Certificate Holder" (19120 Cass Avenue, Clinton Township MI 48038).
  - The certificate should be made out to cover one year.
  - Submit copy of COI to Laurie Stevenson in the Business office.

A list of current COIs can be found on the *Volunteer* website.

FOOD HANDLING

Safe food handling should be a top priority for all Support Groups. All internal support groups are required to review the Food Safety & Sanitation 101 training presentation and email Laurie Stevenson of its completion. The presentation is located on the CVS website/For Parents/Volunteer. If further training or certification is needed to comply with food safety standards, you will be notified.

Food or Ice Cream Trucks

If renting a food or ice cream truck: Truck owner **MUST** provide a copy of their food license and Certificate of Liability Insurance (COI) to Internal Support Group **prior** to the event. Also, if your school is located in Clinton Township, the township requires you to apply for a ***Location of Food Truck Permit*** (***https://tinyurl.com/jtybm9t9***).

Catered Events

If a licensed caterer prepares food offsite then serves and clears at the school during events, no food handling training required. **CVS does NOT allow access to the school's kitchen UNLESS a CVS food employee is present!** If caterer wants to use a CVS Kitchen to prepare food, you must contact the CVS Food Service department and arrange for a Food Service employee to be present. You may be charged for the hours worked by the CVS Food Service staff.

Prepackaged Foods

Pre-packaged individual served items (prepackaged ice cream bars, individual bags of snacks or beverages, etc.) are safe for the internal support groups to serve during events.

OK

NOT OK

Concessions

You may be required to obtain a *ServeSafe Food Handler Certification* if your concession stand cooks and serves food onsite or brings in restaurant prepared food to sell.

Contact CVS Food Service (586) 723-2106 for more details

FOOD FUNDRAISERS

Schools, must adhere to the State's Smart Snacks standards. Exemptions allow for up to two food/beverage fundraisers per school building per week that do not meet the Smart Snacks standards. A fundraiser may last up to one (1) day. These exemptions are optional and are up to the schools to track on their own. **Please work with your Building Administrator.**

Food fundraisers must be held outside of the school cafeteria and should not compete with the Food Service Program during mealtimes.

Which foods and beverages sold at school need to meet the Smart Snacks Standards?

Any food and beverage sold to students at schools during the school day,* other than those foods provided as part of the school meal programs.

Examples include à la carte items sold in the cafeteria and foods sold in school stores, snack bars, and vending machines.

Foods/beverages sold during fundraisers, unless items are NOT intended for consumption at school or are otherwise exempt by your State agency.

*** The school day is defined as the midnight before to 30 minutes after the end of the school day.**

Sales during the school day that are not affected are bulk food fundraisers not meant for immediate consumption (e.g., Girl Scout Cookies, frozen pizza kits, frozen cookie dough), classroom parties, food brought from home or food given as a reward for performance or behavior. **These unaffected sales may NOT take place in the foodservice area during mealtimes.**

School Stores and Snack Cart Sales:

Sales of non-compliant food or beverages are NOT allowed in the cafeteria during mealtimes or in school stores located in foodservice areas.

Resources:

Non-Compliant Food Fundraiser Guidance Food Service Administrative Memo No. 4 - School Year 2022-2023

A Guide to **Smart Snacks in School** https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf

USDA Smart Snacks in School Website Common Smart Snacks Q&A

Food Tracking Tools: To request editable versions of the tracker(s), contact: MDE-SchoolNutrition@michigan.gov or 517-241-5374.

Compliant Competitive Food Sale Tracker Exempt Fundraiser Food Sale Tracker Smart Snacks Product Calculator

SCHOOL VOLUNTEERS

Chippewa Valley Schools encourages and appreciates volunteer participation in our school's programs and activities.

The volunteer guidelines and forms are designed to provide you with information to help assist you in your volunteer assignments.

Volunteers outside the internal support group must not coordinate on its behalf without first obtaining confirmation from the group.(i.e., internal support group/coach/school/teacher, etc.).

Please be aware of building safety protocols that may restrict onsite visits.

The *Volunteer* website can be found on the CVS website under *For Parents/Volunteers.*

https://www.chippewavalleyschools.org/for-parents/volunteers/

WEBSITES TO REFERENCE

Charitable Gaming (Raffles)

https://www.michigan.gov/cg

Internal Support Groups website (district forms and guidelines, healthy snacks, etc.) can be found on the CVS website under *For Parents*.

http://www.chippewavalleyschools.org/for-parents/parents---ptosupport-groups-resources/

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https://www.chippewavalleyschools.org/for-parents/volunteers/

Please print off the latest district guidelines and forms as some of these may have changed.

Thank you!