

**Deputy Superintendent of Instruction****Fundraising During the Instructional Day****January 7, 2013****Introduction**

A member of the community brought to the December 5, 20102 Audit and Finance Committee, a concern that schools continued to conduct non-district fundraisers during the instructional day and as an example presented a site currently pursuing this type of fundraiser. During our audit process, we continue to report sites allowing non-district organizations to conduct fundraisers during instructional time.

Conducting fundraisers during instructional time violates District Procedure 9235:

**D. IMPLEMENTATION 1. Site Interaction With Nonprofit Organization**

**e. Explain district regulations and procedures** related to fund-raising activities during the school day when school personnel and students are involved.

(1) Instructional activities shall not be utilized concurrently as fundraising activities (e.g. Jogathon during Physical Education, Readathon during Literacy Period).

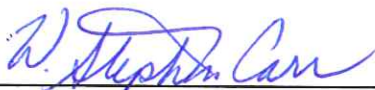
Based on this repeated violation of district procedure, the Audit and Finance Committee directed that management instruct the principals on the requirement to comply with this procedure.

I request that your office direct the Area Superintendents to instruct the sites under their purview, the specific direction to comply with this procedure.

Please provide confirmation to this office that the principals received this instruction and I will provide this affirmation to the Audit and Finance Committee at their next meeting (March 2013).

Thank you for your attention to this matter.

Sincerely,



W. Stephen Carr  
Director, Office of Internal Audit



**MEMORANDUM**

**TO:** W. S. Carr  
**FROM:**  N. Meyer  
**DATE:** February 1, 2013  
**RE:** **RESPONSE TO FUNDRAISING DURING THE INSTRUCTIONAL DAY AUDIT REPORT**

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The below actions have taken place in response to the January 7, 2013 Internal Audit report regarding Fundraising During the Instructional Day (attached).

- Principals received a hard copy of Administrative Procedure 9325 at the January 18, 2013 Principals' Forum. The prohibition on student participation in fundraising activities during the instructional day was discussed during the Open Discussion period on the agenda.
- An e-mail was sent to Area Superintendents, their assistants and Parent Support Liaisons on January 25, 2013 regarding the prohibition on student participation in fundraising activities during the instructional day.
- An e-mail was sent to the President of the San Diego United Council of PTAs on January 25, 2013 regarding the prohibition on student participation in fundraising activities during the instructional day.
- Information regarding the prohibition on student participation in fundraising activities during the instructional day was provided to all principals via News for Principals on January 31, 2013.

NM:ms

Enc.