

## PCO Fundraiser Guidelines

The PCO will hold fundraisers as needed throughout each school year. Several fundraisers are already built into the budget. Any proposals for new fundraisers must meet the following guidelines:

Proposals must:

- Support the mission of the PCO
- Direct profits to the PCO's general fund or a designated fund or cause
- Not financially benefit any individual

Proposals for PCO support of fundraisers must be submitted via e-mail or in person to PCO's Steering Committee's Fundraising Coordinator ([fundraising@ecspco.org](mailto:fundraising@ecspco.org)), with ample time allowed for the decision/planning process, which includes having the proposal approved by the school.

Funds will not be transferred to any party to cover expenses until after school approval of the proposed fundraiser.

Proposals must include:

- Date
- Target Audience (population served, ECS staff or community members involved, etc.)
- Mission Alignment (how the fundraiser supports the mission of the PCO)
- Budget (estimated expenses and profits)
- information about any support needed from the PCO (e.g., volunteers, access to PCO property/equipment, advertising, etc.)