

CCAA and PTO Procedures for FUNDRAISING

Advisors of PTO escrow accounts as of Aug 2025

Raul Murillo/Tina Corben	DANCES (HS/JH)
Ines Childs/Kara Rivera	Freshman Class of 2029
Raul Murillo/Eric Follestad	Seniors Class of 2026
Jackie Lewis/Michelle Spencer	Juniors Class of 2027
Tom Seaton/Amy Renee Petersen	Sophomores Class of 2028
Tina Hughes-Corben	East Coast/Craft Fair, JH Skate Nights
Tom Seaton	Band/Choir Performance/Trips
Amy Renee Petersen/Debra Williams	Drama Performance/Trips
Marcia McClain	Dance Company
Thuy Pham	Phamily Films
Raul Murillo	HS Leadership/Prom/Dances
Halle Uhl	Athletics general
Vincent	Art Club
Hanson	GSA
Ward	Shirt Sales
Jackie Johnson/LaToya Robinson	HS Cheer
Emily Benny	HS Swim
Coach Mitchell	HS Boys Basketball
Kylie Scroggins	K6 After school program
Julia Gordon	6th Grade Science Trip

Staff advisor:

- Make the student body group aware that class is helping to raise money.

Examples:

- To offset their senior graduation/trip venue cost
- To lower ticket prices for Junior/Senior Ball
- to help with Senior Beautification Project – leave their mark on CCAA for future generations
- Seniors: If funds remain after all bills paid, senior class votes on how to use remainder:

Examples:

- To donate seed money to incoming Freshmen class
- To purchase a piece of their Senior Beautification Project
- To be absorbed back to general PTO funds
- To reiterate: Please remind your classes that they must let PTO know by email by the last day of Senior year what to do with any leftover funds or it will be automatically absorbed into the Support the Arts Fund.

- Works with students and parents to create fundraising opportunities that follow our fundraising guidelines:
 - o Food items may not be sold during school hours
 - o Presented to PTO personally via fundraising request form through admin/teacher rep to ensure efforts does not conflict with other fundraising efforts of other groups
 - o Link to activity form
<https://docs.google.com/document/d/1vcldSTVAPZXDLCieB1EgpwJvnmjqVXeZZzwM-jxqnTP0/edit?usp=sharing>
 - o Clear advertising with office staff of both campuses, posted on website with information (see Tina Corben, Webmaster)
- Supervises the fundraising opportunity and completes PTO deposit form, then brings it to Tina Corben who will verify and drop it with PTO Treasurer.
 - o Link to deposit form [PTO Deposit Form 2014\[1\].pdf](#)
 - o Make a copy of the deposit slip for your own records and one for Wendy.
 - o Make sure EVENT line includes CLASS ACCOUNT NAME
 - Ex. Winter Concert Snack Bar – CLASS OF 2026 Juniors
 - o Make sure you receive a receipt from PTO for those funds. (Contact them immediately if you do not – this helps our audit procedures stay in place! If audits are done, then insurance works)

Notes on fundraising in general

- Individual fundraising through the school towards a trip/event (catalogs, orders, candy, etc) = student to be credited with the amount they individually contributed, earned. Advising staff members are responsible for keeping track of this (not PTO).
- Group fundraising (car washes, dinners, etc) = proceeds to be divided equally among those STUDENTS fully participating, or deposited to class account as a whole, must be specified on fundraising request form .
- All money deposited to our PTO account, then one check will be written to place of business or company (use PTO reimbursement/payment request form)
- [Form to use for check requests](#)./reimbursements
- All fundraising flyers/signs/info must clearly state that funds raised go to _____ (Class of XXXX or group name).
- All fundraising through PTO must be done with the understanding that we cannot carry over any money to the next year for individual students – ONLY CLASS and other ESCROW ACCOUNTS.
- Money raised can not be refunded back to a student who raised it if it goes through PTO. If a student fund raises and ends up NOT going on a trip for

- whatever reason or raises over the amount needed, the money raised would be absorbed back into the PTO general fund or the escrow account.
- Regarding **community service hours**, if a student is benefiting monetarily (ie. funds raised will go towards their trip cost) they may not count hours worked as community service hours. If a student, who is not going on the trip, wants to help out -- it may be counted as community service hours. This does not apply to class accounts.

Notes on Athletic Home Game Snack Bar

- Pre-assign home games on rotation basis, with some open and up for grabs on first submitted form, first approved basis. If an advisor/group cannot participate on their pre-assigned date, they may switch among other groups or release it.
- Money raised at snack bars to be deposited into that group's PTO Escrow account. See above how to deposit and form to use.
- Entrance gate goes to ASB funds, cashless, through GO FAN app only - need a staff member at each game to sell tickets and monitor that NO FOOD IN GYM, entrance at east door. Location of snack bar???
- Call for donations to parents by Corben, set items and prices for continuity across games; working with PTO to establish square or venmo and cash box to use. Storage of excess items by Halle Uhl, works with advisors to pull prior to each game.

o Gatorade	\$3
o Soda, juice, water	\$2
o Baked goods	\$2
o Hot dogs	\$3
o Nachos	\$3
o Candy (full size)	\$1.50
o Chips	\$1
- Using fundraiser spreadsheet to keep track of all approved fundraisers and game snack bar dates/assignments

Link to Master List of Fundraisers - check for status, available dates, etc.
<https://docs.google.com/spreadsheets/d/12B2MaIKUujpH8O7IX-93hajFG-BD-CEc6L1aC7tnD7w/edit?usp=sharing>