

## **Book Fair Guidance**

### **PTA/Non-Profit Requirements**

- PTA may grant money to a school to procure equipment or materials (such as books for the library). WSPTA has guidance for best practices when granting funds to schools (see Managing Your Non Profit PTA handbook in the WSPTA Leadership Guides)
- Grants to the school should be planned for and included as part of your budget process. A motion may also be made at a Membership Meeting to create a line item for granting funds. Your PTA's budget should always be directly related to the Mission & Goals of your PTA.
- Book Fairs are one option as a source of revenue development (fundraising) for your PTA.
- PTAs need to avoid "laundering" money or acting as a pass through for other organizations. If your PTA holds a Book Fair and automatically turns over 100% of the proceeds to the school library, you are using your non-profit status inappropriately.

### **LWSD Policies (from Matt Gillingham 2/24)**

All third-party fundraisers, such as Scholastic, must meet the following criteria:

- Funds raised through a 3rd party organization must be deposited directly to the school or to the designated district approved WA state Bank account, by the merchant processor within 24 hours of settlement. (RCW 43.09.240 & RCW 39.58.080).
- 100% of all funds must be directly deposited to the designated school account. The 3rd party organization is not allowed to reserve any of the funds. The third-party organization must issue an invoice after the fundraiser ends for their services.
- District or School approved administrators must have access to view real time reporting on all donations/purchases processed, both through the third-party organization and merchant accounts.

Third-party organizations, such as Scholastic, cannot use their own credit card machines onsite for a District sponsored fundraiser. This violates the RCW's that requires all funds to be deposited directly into the district's accounts within 24 hours. If your school does not

have a District credit card machine, you must only accept cash and check payments for these types of fundraisers.

**Resources:**

<https://www.wastatepta.org/pta-leaders/leader-resources/leadership-guides/>