



Merit Preparatory Academy
1440 W. Center Street
Springville, UT 84663

Merit Preparatory Academy Fundraising Policy

Fundraising at Merit Preparatory Academy shall comply with the following policy statements:

- I. Fundraising activities should always reflect the high academic and moral standards of Merit Preparatory Academy.
- II. All fundraising efforts should promote the philosophy, mission and goals of MPA and should only be used to support school-sponsored academic or co-curricular activities authorized by the Director(s) and Governing Board.
- III. All monies generated by fundraising efforts are public funds subject to federal and state laws.
- IV. All individuals who initiate, authorize or participate in fundraising activities on behalf of MPA will comply with applicable laws including, but not limited to, Utah procurement law, state ethics acts, and Utah Educators Standards.
- V. Under the direction and approval of the board, the Parent Teacher Organization (PTO) will address fundraising needs directly benefiting the school. The Governing Board may engage in fundraising activities as well.
- VI. The collection and expenditure of public funds will adhere to MPA cash receipting; cash disbursement; and donations, gifts and sponsorships policies.
- VII. Fundraising revenues should be accounted for at an individual contribution level. All fundraising proceeds will be deposited directly into MPA accounts by the Business Manager.
- VIII. The school's tax exempt number will be used for legally allowable tax exempt purchases only.
- IX. The Director(s) may authorize properly approved school-sponsored activities to use the school's name, facilities and equipment; hold fundraising activities at alternate locations in the community; use school employees and resources to supervise, promote and staff the fundraiser; and use parent volunteers to supervise and staff the fundraiser.
- X. Participation in fundraisers is entirely voluntary.
- XI. MPA will ensure equal and fair treatment of students in the management of fundraising proceeds.
- XII. MPA students will not be expected to sell anything for the purpose of fundraising. Competitive enticements for participation in fundraisers are discouraged and rewards,

prizes, commissions or compensation may not be received by any individual employee or volunteer.

- XIII. Fundraising proceeds will be directed to MPA for disbursement and never to an individual or outside entity.
- XIV. Risk of financial loss or liability in fundraising activities should be avoided. Private businesses may not use the school as a marketing arm.
- XV. MPA reserves the right to decline, restrict or redirect fundraising proceeds and to limit or prohibit fundraising activities.
- XVI. Records of fundraising efforts should be open to the public upon request.
- XVII. Employees should not use their employment status at, or the resources of, a public school for personal gain or for the promotion of any type of personal non-school-related activities or events. Employees should disclose any conflict of interest.

Approved: October 21, 2020

Reference Laws

Utah Admin. Code R277-113: LEA Fiscal Policy and Accountability

Utah Admin. Code R277-515: Utah Educators Standards

Utah Code 67-16: Public Officers' and Employees' Ethics Act

Utah Admin. Code R277-107: Educational Services Outside of Educator's Regular Employment

Utah Code 63G-6a Utah Procurement Code

Utah Code 51-7-3(26): Public Funds and Accounts State Money Management Act

Title IX: Education Amendments of 1972

Utah State Constitution Article X: Education