Middle School Fundraising & Guidelines

Approved by PTO - May 2025, amendments approved May 2026

Overview:

Classes in Middle School (5th grade – 8th grade) raise funds for the following specific events / activities during their Middle School years:

6th Grade

- **Outdoor Ed:**
    - Transportation and tips for bus drivers
- **Spaghetti Supper:**
    - Direct costs
- **End of year class activity** - traditionally tie dye and Kimball's outing. ~$1,200

7th Grade

- **Play:**
    - Direct costs - including directing, light, and sound; licensing, marketing, sets and production costs
    - Overall play costs vary, average ~$15,000 – $20,000
- **End of year ice cream party** ~$300 – $400

8th Grade

- **Graduation** – Costs vary, average ~$10,000
- **Class gift** – Approved in advance by school administration and PTO Board
- **Washington DC Trip** – School buses (*e.g., Bedford Charter*) from Carlisle to Airport and tips for drivers/tour guides ~$1,500 – $2,000
- **Community Service Day:**
    - Supplies (*e.g., mulch, cleaning supplies*)
    - Lunch or treat not to exceed $20 per student (*e.g., Kimball's ice cream*)

Scholarships:

Need-based Scholarships for Middle School Activities (*anonymously determined and handled by the School Administration*):

- 6th grade Outdoor Ed
- 6th grade Social Dance
- 7th grade play for base layers, shoes, make up
- 8th grade Washington, D.C. trip

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Note: The School Administration will make a recommendation on how many scholarships may be needed for budgeting purposes. It is recommended to budget for at least 5% of students in the class even if the initial number provided by the School Administration is lower. All planned activities for raising or utilizing class funds must be accessible to and inclusive of all students within the class.

- Additional **[If available in budget after all of the above]**:
    - 8th Grade 'swag' item (*e.g., t-shirt, water bottle sticker, etc.*) and/or an additional inclusive event (*e.g. post-graduation event*) for up to $50/student

Fundraising Activities:

Pre-approved Middle School fundraising activities include:

- Softball game (5th grade)
- Spaghetti Supper (6th grade)
    - Ticket sales
    - Raffles
    - Business sponsorships
- 7th Grade Play proceeds that exceed expenditures, if any (*program sponsorships, concessions, flowers, recording the play and selling it, etc.*)

Any other class fundraising activities proposed by the class must be presented to and voted on by the PTO Board in advance of plans being finalized or executed. Among other considerations, the PTO Board will take into account other school-wide fundraising efforts underway and the timing and impact of class fundraising related to those efforts.

Use of Funds:

Funds raised by each Middle School class are primarily intended for the specific uses listed above. All expenses must be authorized and spent by the specific event chairs (Softball, Spaghetti Supper, 7th grade play, 8th grade graduation). Any other use of class funds proposed by the class must be presented to and voted on by the PTO Board in advance of any plans being finalized or executed. Class teachers and school administrators will be consulted and will need to approve any suggested additional use of funds before presentation to the board.

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Financial Structure and Restrictions of Funds:

Funds raised by each class are PTO funds, held within sub-accounts that are under the primary PTO bank account, and are subject to all CPS PTO rules and guidelines and 501(c)(3) rules and requirements. For example, raffle funds are raised under a permit applied for with the PTO's 501(c)3 number. Similarly, businesses write off donations and sponsorships, and they do so under the PTO's 501(c)3 number. The PTO handles the taxes and accounting for these.

The PTO Board will not vote on or approve any non-pre approved use of funds raised by a class until after the costs, expenses and eligible reimbursements for the 7th Grade Play have been paid in full and specific 8th Grade scholarship and graduation costs have been budgeted and confirmed with School Administration.

In accordance with spending guidelines these funds will not be used or approved for use for excursions off of school grounds (*e.g., field trips*), class rewards and events (*e.g., t-shirts, Field Day*) or class parties before graduation (*e.g., pizza party*). If available, PTO funds of up to $50 per student can be used for a final, inclusive post graduation celebration to cover food, decorations and entertainment. Due to insurance limitations, PTO funds cannot cover rental fees for non-CPS venues.

Following 8th Grade Graduation, any funds that remain from fundraising conducted by a class will be rolled over into the general PTO fund for the following uses: 1) Need-based scholarships for current and future Middle School student activities (Outdoor Ed, Social Dance, 7th grade play, DC trip); and 2) to be applied toward Curriculum Enrichment (school-wide).

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Middle School Financial Responsibility by Activity:

Grade	Activity	Who pays?	Notes
6	Outdoor Ed transportation and bus driver tips	Class funds	PTO covers the costs and is reimbursed by the class after the Spaghetti Supper.
6	Spaghetti Supper direct costs	Class funds	
6	Tie dye and Kimballs at end of year	Class funds	
6	Social dance	Parents	This is an optional activity, but scholarships are available.
7	Play Direct Costs	Class funds	
7	Play - some costume and make up costs	Parents	As determined necessary by the producers. Scholarships are available.
7	Challenge Day	WBYC/CPS	
8	Washington DC buses to airport	Class funds	
8	Community service day - supplies	Class funds or facilities budget, depending on activity	
8	Community service day lunch or treat	Class funds	
8	Graduation	Class funds	
8	Class gift	Class funds	