

Capistrano Unified School District

CUCPTSA Guidance Document for Fundraisers and Events

Overview

CUSD recognizes the importance of celebratory school wide events and fundraisers that enhance school/community connectedness. Often, these events and fundraisers are organized and supported through the volunteer efforts of PTAs and PTSAs. This document serves to provide guidance and direction to our PTA/PTSA and other groups who may wish to help develop certain programs, fundraisers, and events. In consideration of the COVID-19 pandemic, attention to health and safety protocols is required. Due to the evolving nature of this pandemic, information included in this document is subject to change.

Capistrano Unified School District is committed to the health and safety of our students and community. With the return to in-person learning, we understand the need for community building events and fundraisers outside of school hours. As the state of California has not yet lifted the non-essential gatherings restrictions, we must look to the guidance from the California Department of Public Health (CDPH) and Orange County Health Care Agency (OCHCA) for any events that may result in a gathering.

CDPH Guidelines

On August 3, 2020, CDPH provided all school districts with the [“COVID-19: Industry Guidance: Schools and School Based Programs.”](#)

The following CDPH guidelines must be observed for any events or fundraisers:

- Limit gatherings and congregating at all time (pp. 12-13)
- Facial coverings must be worn at all times except in very limited circumstances and for approved medical exemptions (pp. 7-9)
- Frequent hand washing and/or use of hand sanitizer (p. 6)
- Outdoor events are encouraged (p. 13)
- Limit sharing of materials or equipment (p. 10, 14)
- 6 feet of distancing, or as much distancing as practicable, should be observed at all times (pp. 12-13)
- Screening of symptoms and sending home anyone who is ill or has symptoms (p. 16)
- Visitors and vendors not allowed on campus (p. 13)

Limit Gatherings: Limiting gatherings is a key requirement that must be observed in any fundraiser or event. Gatherings are defined as meetings or other events that bring together people from different households at the same time in a single space or place, indoor or outdoor. When people from different households mix, this increases the risk of transmission of COVID-19. To protect public health and slow the rate of transmission of COVID-19, gatherings other than religious events, cultural events or civil protest are not permitted across the state of California until further guidance is issued by the California Department of Public Health. (OC Health Care Agency, October 9, 2020)

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Approved Fundraiser and Event Formats

In order to observe the CDPH guidelines, the following are approved fundraiser and event formats for PTSA and other school based organizations:

<p>Virtual Events: Events that are held virtually or with members of your own household pose low risk for virus spread.</p>
<p>“Stay in Car” events: Similar to “drive through graduations” from last summer, events can be considered if families are to remain in the car for the entire event. “Drive in movies” are discouraged due to the length of the event and difficulty with enforcing the rule of remaining in the car for the duration of the movie.</p>
<p>Restrooms: Restroom use is allowed; however, all CDPH health and safety guidelines regarding facial coverings, distancing, gatherings, and cleaning must be followed. PTSAs would need to fund additional custodial service and follow typical request protocol.</p>
<p>“Not Gathering:” events: Similar to a visual scavenger hunt or exercise stations, family cohorts arrive at different locations at different times to complete a task or locate an item. Advertising must include reminders to follow all health and safety guidelines if families participate.</p>
<p>Online “shopping:” Develop ways for families to “shop” online for spirit wear, holiday boutiques, fundraiser sales, etc. Families place their orders online and then pick up the purchased items using a “drive through distribution” protocol.</p>
<p>Dine in and take out fundraisers at restaurants: If a “dine in or take out” night is promoted as a fundraiser, advertising must include reminders to follow all health and safety guidelines if families participate. Take out should be provided as an option.</p>
<p>Drive through distribution of materials: Families drive through the school parking lot (or other approved area on campus) and remain in their car. Staff or volunteers, wearing masks and gloves, place materials in the trunk or back seat of the car.</p>
<p>Food Drive: Donors drive through the school parking lot (or other approved area on campus) and remain in their car. Staff or volunteers, wearing masks and gloves, remove donation from the trunk or back seat of the car. Other options include: 1) during school hours, food can be dropped off to a container outside the office by a masked donor when students are not present; or 2) students can bring packaged food items to their classroom. Masked volunteers can pick up donations outside of the office and not during school hours.</p>
<p>Teacher/Staff Appreciation: Prepackaged or separately wrapped food and/or drinks. Do not encourage gathering at a specific time. Use masks and disposable gloves when transporting the items.</p>
<p>Water Bottle/Can Recycling Program: Protocol should follow the same guidelines as “drive through” or “food drive” where donors drive through the school parking lot (or other approved area on campus) and remain in their car. Staff or volunteers, wearing masks and gloves, remove bags of empty bottles or cans from the trunk or back seat of the car; or during school hours, recycling can be dropped off by a masked volunteer at a designated location away from students.</p>

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Additional Guidance

- **Volunteers:** Volunteers are not allowed on campus during school hours when students are present.
- **Yearbook Photos:** Official student photos were approved due to the necessity to have student photos on school file. Photographers must follow all CDPH guidelines and be approved by the principal. On-campus activities or classroom photos may be taken by teachers or staff.
- **Popsicles and Other Food Items for Sale:** Popsicle sales and other similar food item sales are not allowed because volunteers are not allowed on campus and the sales promote gathering in lines and congregating where 6 feet of distance would be difficult to maintain.
- **Items and Materials for Students:** Items such as Red Ribbon Week ribbons or plastic bracelets should be dropped off in the office where they must wait for a minimum of 24 hours before being provided to teachers to distribute.

PTA Instructions and Procedure

PTAs are required to follow these protocol when planning and facilitating fundraisers or events:

- Make a good faith effort to get waivers from families (see AIM Insurance Guide)
- Principal approves event and logistics
- Approval of event included in association meeting minutes
- Flyers or advertisements for event include instructions to follow public health guidelines for masks and social distancing
- Events should include in-person and virtual students; students who attend the 100% online programs should have access to all events