

FINANCIAL SERVICES

District, School, Student Group Fundraising

Purpose

The purpose of this policy is to establish the parameters for fundraisers sponsored by the district, a school, or student activity groups. This policy does not apply to third party organizations that may choose to fundraise for the district, specific schools, programs or activities.

Because students are required to attend school, and because the primary purpose of school is the education of those students, it is essential that school and district fundraising activities be limited so as not to interfere with that primary purpose. It is essential that fundraising activities of schools, student groups, and employees conform to this purpose, and to all federal and state laws governing the holding and use of funds raised.

At no time shall any student be required to participate in any school sponsored or school related fundraising activity.

Teachers, student activity advisors, club sponsors, coaches, and others involved in fundraising are responsible for following the appropriate financial requirements for funds raised through classroom, group, online, or team activities. The sponsoring employee is responsible for obtaining permission, instructing students regarding fundraising activity conduct, and reporting the results of the activity to the principal. The principal or coordinator is responsible for reporting all fundraising activities to the Assistant Superintendent on an annual basis.

School Fundraising

Requests for school fundraising projects must be pre-approved by the school principal or coordinator. This includes online fundraising.

The sale or advertising of merchandise in the school buildings, online, or upon the school grounds or as a school project for money-raising purposes may be limited by the principal or coordinator as to the number and time of year.

Students in the schools shall not be used to advertise or distribute any particular brand name or to promote the sale or use of products of any company so advertised.

Fundraising projects that do not involve the entire school shall be proposed to the principal by the teacher or teachers whose classes, student activity, or group will participate. The principal may approve or deny the proposal based on the following factors:

- The scope of the fundraising project; method to be used, including length of time, items sold, or method of solicitation;
- The number of fundraising activities entered into by classes, groups or others that affect the school and its student during the school year;
- The appropriate nature of the fundraising activity given the age and understanding of the students involved.

Fundraising activities should primarily be done outside of school hours.

Door-to-door fundraising activities and any fundraising activities during the school day shall be of a limited nature.

Fundraising from District Staff

The Superintendent may authorize solicitation of funds or pledges from district employees on an annual basis by organizations authorized to do so by the Superintendent or Superintendent's designee.

- Funds collected or pledged via payroll deductions shall be sent to the authorized fiscal agent or central headquarters of the respective approved organizations.
- Employees shall exercise freedom of choice in choosing to donate or pledge, and may choose between various approved organizations.

In addition to the annual charitable giving program referenced above, the Superintendent may authorize additional charitable giving campaigns that solicit donations from staff in response to natural disasters or other charitable purposes.

Student Activity Fundraising

Fundraising activities must be approved by the staff advisor of the student activity group and forwarded to the principal or coordinator for pre-approval.

The principal or coordinator shall approve or reject the application of any student group, whether co-curricular or extra-curricular, including athletics, for any fundraising activity taking place on school grounds or in the school or district's name. No fundraising activities may commence prior to approval.

Students participating in fundraising activities are expected to appropriately represent their activity, their school, the district and their community. All district policies regarding student conduct and discipline apply to fundraising activities.

Exceptions

School Stores. Schools may operate school stores which offer for sale to students or employees simple school supplies and items emblematic of the school under the permission and supervision of the principal or coordinator. Such stores shall not be considered to be a school-wide fundraising project.

Charitable Giving Campaigns. Principals may authorize charitable giving campaigns that solicit contributions from students in response to natural disasters or other charitable purposes. It is preferred that such charitable giving campaigns concentrate on non-monetary contributions, such as food, used or new toys and clothing. Contributions being requested should be limited to small monetary values. Prior parent notification is required for any charitable solicitation from students. Participation must be completely voluntary and not tied to any extrinsic reward system.

Concessions and Vending. Concession and vending sales connected to a student activity or student performance may be conducted with the permission and under the supervision of the Principal or program supervisor. The District may procure vending or concession products through quotes, bids, requests for proposals or other methods allowed by law.

Student Product Sales. Schools may conduct the sale of articles that are wholly or in part the product of students in a recognized activity of the school for general, activity or charitable giving fundraising purposes. Such sales shall be approved in advance by the principal or coordinator, and conducted under her or his supervision.

Legal References:

Cross References:

Policy History:

Adopted on: 5.13.2014

Revised on: 1.24.2017