

STUDENTS

Student Fundraising Activities

Approval or disapproval of in-school fundraising activities is delegated to the principal. The advisor will request approval from the principal no less than three (3) days in advance of the activity by completing district form No. 3530F.1, Student Fundraising Activities.

The approval or disapproval of out-of-school fundraising activities on behalf of and/or using the name of the District rests solely with the Superintendent or designee. The principal will request approval from the Superintendent or designee for fundraising activity(ies) by completing district form No. 3530F.1. The form will be completed and submitted at least thirty (30) days in advance, and will include the sponsoring group, purposed activity, the manner in which the money is to be collected and the purpose.

Guidelines for student fundraising activities are as follows:

- A. Student participation must be voluntary;
- B. The fundraising activity must be such that it is not likely to reflect negatively on the District or school;
- C. Fundraising activity efforts must not interfere with the educational program;
- D. Fundraising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB;
- E. Fundraising activities conducted by outside groups (including parent groups) must not utilize district materials, supplies, facilities or staff unless reimbursement is made;
- F. Sponsorship of fundraising activities by schools' official parent groups, even where moneys raised will be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fundraising activities are co-sponsored by a student body organization and/or a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fundraising;
- G. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with applicable law and policy; and
- H. Any outside group other than an official school-parent group must have central office approval before conducting fundraising activities within or in the name of a school or

schools. Such outside organizations or persons seeking to raise funds from or through students:

1. Must work through established official parent organizations and not with or through student body organizations or the administration;
2. May not use school materials, supplies, facilities, or staff without proper payment to the District. Requests to the administration for access to students for purposes of fundraising should be referred to the appropriate parent organization, which will have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fundraising;
3. Will not collect money in school buildings as part of fundraising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fundraising activity; and
4. May display a sign announcing a fundraising activity.

Restrictions:

1. The number of out-of-school fundraising activities that take place during any calendar month districtwide will be determined by the Superintendent or designee.
2. No soliciting of merchants by students will be permitted without approval of the Superintendent or designee.
3. The district will not advance funds to any fundraising group or activity.

Adopted: July 29, 1992
Revised: February 25, 1998
Revised: December 6, 2001
Revised: February 5, 2002
Revised: September 1, 2006
Revised: January 24, 2018