

POLICY 511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to regulate student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board encourages fundraising activities that reflect a partnership between school and community. All student fundraising activities should be designed to augment the goals of the school. All revenue resulting from the fundraising activity must be used for school-related activities. No funds shall be solicited by any individual or school group except as authorized by this policy. Student participation in fundraising activities shall be voluntary.

III. DEFINITION OF FUNDRAISING

For purposes of this policy, student fundraising is any activity in which students participate with the intention of generating revenue through the sale of merchandise or services, through providing activities for which a fee or admission is charged, or through solicitation for contributions of funds or merchandise

IV. RULES AND REGULATIONS

The following rules and regulations shall pertain to all district fundraising:

- A. House-to-house selling for any school-sponsored program or organization is prohibited unless specifically authorized by the administrator.
- B. All participation in a school district fundraising activity shall be voluntary.
- C. The school name, or any name, symbol, or graphic representation associated with the school shall be used only for approved fundraising activities.
- D. All funds received will be handled consistent with established school accounting procedures, where applicable.
- E. All fundraising activities must comply with state sales tax regulations, where applicable. No assurances, written or verbal, shall be given to purchasers or contributors that contributions are tax deductible.
- F. The school expects all students who participate in approved fundraising activities to represent the school and the community in a responsible manner. All rules pertaining to student conduct and student extend to school fundraising activities.
- G. If the amount collected as the result of a student fundraising activity is not sufficient to allow the planned activity to proceed and it is impractical to return

contributions to donor(s), all monies collected shall be deposited in an appropriate school account as designated by the administrator.

IV. APPROVAL PROCESS

- A. All fundraising activities are subject to the approval of the administrator.
- B. All staff/parents intending to be involved in fundraising activities will develop and submit to the administrator an annual plan indicating (1) the total amount of money needed for the year, (2) the activities and dates planned for raising the stipulated funds, (3) the staff time to be expended, (4) the student time to be expended, (5) market saturation targeted, and (6) appropriateness of the fundraising activity to the school's goals.
- C. The administrator shall submit to the school board a detailing fundraising activities being recommended for approval.
- D. If a group cannot meet the timeline or conditions established by this policy, they may request emergency approval from the administrator.