

Billings School District 2

COMMUNITY RELATIONS

Guidelines For Extracurricular Activities (ECA) Funds

1. Funds raised by any individual, group or organization representing the District, or any of its schools, clubs or activities, must be placed into a School District ECA account.
2. Fundraising will only be approved for school sponsored activities as listed on the following page. Prior to fundraising by any group or individual representing the District, a Fundraising Approval Request Form must be submitted to the appropriate principal for approval. Once approved, each group will be provided a signed copy of the approved form and issued copies of the form to insure they represent the District. Copies of the Approval Request Form must be carried by students when going to the public soliciting donations or gifts. (Includes dances on/off campus, concessions, 50/50 drawings.)
3. No outside accounts may be established for any funds raised by individuals or groups representing the District.
4. All funds raised to benefit the District students are required to be expended for the direct benefit of those students involved in the fundraising activity.
5. All gifts or donations received by groups representing the District become the property of the District. These gifts and donations must be accounted for in accordance with District policy, procedures and state law.
6. All funds donated to any one representing any District entity must be properly accounted for and placed into the appropriate ECA account.

Principal _____

Sponsor _____

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School Sponsored Activities

All MHSA sponsored activities and events.

All School District initiated clubs and events.

All School District #2 initiated activities that enhance classroom education.

School District #2 initiated field trips for educational enhancement.

School District #2 initiated trips that are a continuation of local or state sanctioned competitions. (NFL/All Northwest)

School District #2 initiated activities to enhance schools (books, buildings, equipment) or have special authorization given by School District Board.

As per District procedure, no door-to-door solicitation is allowed for elementary students.

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Non-Sponsored Activities

Trips that are not sanctioned by the MHSA, National Federation or specifically sanctioned School District #2 activities (national competitions Regional/Dance/Cheer/Sports).

Trips for educational enhancement (Close-Up) that are non-inclusive/excessive costs.

School District sponsored events must have a signed approval form before any funds may be raised. Sanctioned activities may use the school, name and form to raise funds. All funds must be accounted for and placed into a District ECA fund.

All sanctioned activities must follow all School District #2 policies and procedures concerning funds and travel.

All non-sanctioned activities may not use the schools name or in anyway express that they are raising funds as representatives of School District #2 or any of its schools.

Individuals initiating fundraising activities without explicit authorization of School District #2 assume all responsibility and liability for the activity and its participants.

Implementing Policy 4210 School Support Organizations

<u>Cross References:</u>	Policy 4210-P1	Student Fund Raising Activities
	Policy 4210 P2	Fund Raising Activity
	Policy 6430	Development of Administrative Procedures

Legal References:

Issued by Superintendent on:	October 19, 2009
Presented to Board On:	October 19, 2009

