



FUNDRAISING PROCEDURES  
Northshore School District  
March 2009

## ***WHAT MAKES IT ASB?***

### **It is probably an ASB event or fundraiser if:**

- Students are involved and/or
- School district or School name is used and/or
- It is conducted on or off school property and/or
- It is done with the approval of the school board or their designees.

### **When all of the above are in place, funds raised must be deposited in the Associated Student Body Fund.**

ASB's are mandatory in grades 7-12 whenever students engage in money raising activities with the approval and under the supervision of the district. Each building must have a separate constitution. (WAC 392-138-011)

ASB's are not mandatory in grades K – 6 but any money raised with the approval and under the supervision of the district must be administered in the same accounting manner as ASB money. (WAC 392-138-011)

The school board has authority over ASB's and ASB's are subject to the same laws as the school district including accounting procedures, budgets and warrants. [RCW 28A.325.120] (WAC 392-138-013)

Privately, students are still able to raise money as members of other organizations (scouting, church, etc.) but this activity cannot be done by an ASB or with school approval or district supervision on school time. Students may not use a school team or club name nor suggest representation verbally nor wear a school uniform during personal or private fundraising. (WAC 391-138-015)

### **Booster/Volunteer Funds can be donated to support school activities.**

These are moneys raised by volunteer groups that support school organizations but operate independently of the school district. These organizations include PTSA and other parent-faculty clubs, special interest parent groups, and booster clubs. These organizations should register with the state of Washington and operate as non-profit organizations.

## **MONEY MANAGEMENT**

Money problems may arise due to a lack of proper record keeping and/or adult supervision of the fundraiser. Avoid problems by following these guidelines:

- Work closely with the ASB Bookkeeper and Activity Coordinator; their knowledge is of great value to you.
- All purchases must have student approval before the purchases have been made. A district purchase order is the preferred method of purchasing.
- Inform administrators of fundraising sale dates and of the sale procedures you will use.
- Set up a system for daily records of deposits and payments. Use an official district receipt book, or if computerized receipting is used, set up a SKU with the ASB Bookkeeper to receipt sales. Audit your records periodically with the bookkeeper.
- Use individual cash count sheets attached to envelopes for student deposits; allow enough time to verify each deposit in the student's presence before the receipt is written. Save the cash count sheets; they are part of your financial records.
- **Deposit money daily.** Use the proper methods as explained to you by the ASB Bookkeeper. After daily student deposits have been collected, complete the *Fundraiser Receipt Log*; deposit daily collections to the ASB Bookkeeper.

Deposits can only be made through the school bookkeeper to the district depository account. ***No personal bank accounts are allowed.***

- Assign a single student to maintain all revenue records for your sale.
- Assign another student to maintain the sales records of each salesperson (who has what; what has been sold; what has been returned). Use *Fundraiser Merchandise Check Out Sheet* and *Fundraiser Receipt Log*.

If several fundraisers are conducted throughout the school year, students should be rotated on the above duties as much as possible. This is an example of good internal controls (separation of duties).

## ***OBTAIN PARENTAL PERMISSION***

The *Parental Permission for Fundraising* document informs parents that their student is responsible for any and all goods checked out to them. When the fundraiser is complete, all unsold merchandise and money collected must be returned to the activity advisor for deposit with the ASB Bookkeeper.

Advisors are to obtain parental permission **before** allowing students to participate in the fundraiser. The form explains student liability and gives details about the fundraiser. The returned forms should be filed with the fundraiser paperwork.

## ***QUESTIONS TO ASK***

- Will the project be fun?
- Will it require outside help?
- Has this type of sale worked before? Should we take a different approach?
- Are we all behind the idea?
- Can we accomplish our goals with this fundraiser?
- Do we have funds available to purchase the sale merchandise?
- Will this be a presale?
- Is adequate budget capacity available for expenses?
- Will we have to request a loan from the student council?

After choosing a fundraiser, use the *Fundraiser Check List* to help you organize. It is a step-by-step approach to selling a tangible item but can also be helpful in planning a car wash, dance, etc.

## ***SCHEDULE YOUR FUNDRAISER***

- ✓ Check your school calendar. Be sure that you will not be in conflict with another event.
- ✓ Planning a fundraiser in conjunction with a holiday can be effective if the product sold is appropriate. Plan well in advance.

## ***ADVERTISE YOUR FUNDRAISER!***

## ***PROCEDURES FOR FUNDRAISING***

**The following procedures should be followed to ensure accountability and adequate internal controls.**

### ***PRIOR TO THE SALE***

1. Complete and submit a *Request for Fundraising Activity* form to the student council and Prime ASB Advisor requesting permission to conduct a fundraiser. All fundraising is to be approved by the student council and the school administrator and must also be a type approved by the school district Board of Directors or designee.
  - a. Establish a timetable for beginning and ending dates of the event.
  - b. Have your fundraiser placed on the building calendar.
  - c. Obtain information on record keeping and sale procedures from your ASB Bookkeeper.
2. Select a vendor; fill out a request for a purchase order **before ordering any merchandise**. Request a copy of the completed purchase order and file with your fundraiser documents.
  - a. Obtain a written agreement with the vendor that all unsold, like new merchandise may be returned for credit. Determine if the vendor will award prizes or incentives. Determine if your ASB will be billed for the prizes and incentives.
  - b. List articles to be ordered by catalogue number, description, quantity and price.
  - c. Consideration should be given as to whether or not bid laws apply. Call the Purchasing Department (7651) for this information.
  - d. Determine a selling price for the merchandise including shipping costs and tax. Contact the Purchasing Department (7651) to determine if your sale qualifies as tax exempt.
3. When merchandise is received:
  - a. Count (inventory) items received - matching them against packing slips and your copy of the purchase order.

- b. Sign your name and date received on the invoice or packing slip and give to the ASB Bookkeeper.
  - c. Keep merchandise secure (locked up) until it checked out to students.
  - d. Inform the students of their responsibilities regarding the merchandise and money. See the *Parental Permission for Fundraising* form.
4. A timetable should be established with the ASB Bookkeeper for **turning money into the school office each day.**

### ***PROCEDURES DURING THE SALE***

1. The club advisor or designated students will be responsible for checking merchandise in and out. Use the *Fundraiser Merchandise Check Out Sheet*. All merchandise not checked out is to remain in a locked secure area.
2. Individual student records must be maintained. Records protect both students and advisors.
  - Students receiving product must sign their individual record sheet **each time** they receive merchandise.
  - Students must sign their individual record sheet **each time** they deposit money or when merchandise is returned.

This is an opportune time to perform an instantaneous reconciliation between what has been checked out against what has been turned in, either in money deposited or product returned. **Do not allow students to take additional product until previous product checkout has been reconciled.**

Use your point-of-sale system or school district pre-numbered receipts to record student deposits of money; original receipt is given to the student, copies remain in the receipt book.

The use of District pre-printed, pre-numbered receipt books are required so that the student will receive an individual receipt for the monies turned into the advisor. In lieu of this, the teacher may use the *Fundraiser Receipt Log* and have students initial funds turned in. The teacher should complete the *Fundraiser Receipt Log* and turn this into the ASB bookkeeper with the funds collected.

Receipts and student check out sheets form the basis of an ASB club's financial record keeping.

3. **Deposit funds collected with the ASB Bookkeeper daily.** The bookkeeper will verify your deposit total and issue a receipt to you as advisor of the club.

***ASB money is never to be taken home or left in the classroom.***

***Never deposit ASB money into a private bank account.***

<b><i>PROCEDURES AFTER THE SALE</i></b>
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1. Verify all student record sheets for accuracy.
  - Make a list of students who have not returned product checked out to them and amounts due.
  - Submit this list to the ASB Bookkeeper for collection.
2. List and count all unsold merchandise; return it to the locked secure area for safekeeping. Return all unsold product to the vendor for credit. **Do not delay returns.** Some merchandise has a "shelf life". Sometimes unsold items can be sold to another activity or hold a clearance sale at reduced prices at a later time. Keep records. Finalize regular sale before beginning clearance sale.
3. Maintain a fundraiser file. It should contain:
  - ✓ Copy of *Request Permission for Fundraiser Activity* form
  - ✓ Copy of the purchase order
  - ✓ Copies of parent permission forms
  - ✓ Copy of contracts or agreements between vendor and school
  - ✓ Copy of the invoice(s) and packing slips
  - ✓ Student checkout sheets
  - ✓ Deposit receipts and deposit records
  - ✓ List of unsold merchandise
  - ✓ Receipt from UPS or post office for return of product
  - ✓ Copy of the credit memo or a copy of the transfer voucher if another activity "purchases" your unsold inventory

- ✓ Copy of the final reconciliation form

4. Total revenue less value of merchandise not sold should be compared to projected revenue and deposit amounts.

### ***WRAPPING UP SALES***

Occasionally club fundraisers tend to drag on and on. This is a situation that can create problems for you, your club and school office personnel.

**Don't let this happen. Set your deadline and stick to it.**

Should a student fail to return items checked out to them or payment for them, schools may (by law) place their name on the school fine list.

Students will be held accountable for merchandise or money and appropriate consequences will be applied if students fail to return money or merchandise.

**It is necessary to inventory unsold items.** Inventory must be stored in a locked area and the inventory list filed with the ASB Activities Coordinator. Items can be sold at a later sale, sold to the school store for resale or included in another fundraising event. **Items CANNOT be given away** although they may be sold at reduced prices in a clearance sale. Keep separate records of this sale.

Keep detailed records of everything that occurs concerning the sale. Document beginning and ending sale dates at original prices; have separate records for sale dates at clearance prices.

**Fundraising events must show a reasonable profit at conclusion of the sale.**



## ***FUNDRAISING FACTS***

- Once items are issued to a student, that student becomes totally responsible for them.
- Once students have possession of the sale items any losses due to spoilage or other damage become student responsibility.
- If merchandise or money is not returned to reconcile an individual student record sheet, that student's indebtedness will be added to the school fine list.
- All purchases must be made using the school district and school name – personal names and addresses are not allowed.
- All funds collected must be deposited to the school district depository account via the school ASB Bookkeeper.
- It is illegal for ASB money to be deposited to a personal bank account. This is public money and must be treated as such.
- Independent sales consultants may not use schools as a source of sales. These are consultants who offer schools a small portion of the sale profit by selling to students and parents through an ASB club. Some of the independent consultants are Pampered Chef, Mary Kay Cosmetics, Avon, and Tupperware. Many times these consultants are personal friends, spouses or school district employees: this is considered to be a conflict of interest.
- Money raised that is ASB public money may only be spent for Cultural, Athletic, Recreational and Social purposes (CARS); non-graded, optional and extracurricular.
- Money raised for a charitable purpose as private money must follow specific procedures (see Private Monies, Page 12).

## ***RESTRICTIONS AND PITFALLS***

Occasionally fundraisers may be a little out of the ordinary and require additional research before a club can begin. Usually, personnel in the ASB Activities Office can help you with questions and concerns; please ask them if you are in doubt about any aspect of your sale. Additionally, contact the District Business Office for advice and answers.

***Be sure to receive authorized permission before beginning.***

**Legal:** Fundraisers must meet fire, health, and licensing regulations.

**Taxes:** Non-profit groups may be exempt from income taxes, but liable for sales taxes, amusement taxes, or other levies on their proceeds. RCW 872.04.3261 exempts limited ASB fundraisers from paying sales tax on fundraising merchandise (continuous fundraisers do not qualify). A resale certificate must be provided to the vendor; this is to be done either when ordering or when payment is made. Please contact the Purchasing Department (7651) for information.

**Insurance:** Special liability insurance may be required in the event property or people could be endangered by a fundraising activity. Consult the Business Office.

**Contracts:** Staff members should not sign any contracts with sales representatives. The Purchasing Manager is authorized to sign contracts for the school district.

**Theft:** This can be a threat to any fundraiser. Keep goods and money in locked areas.  
**Turn money in daily.** Do not allow students to take cash boxes out of supervised areas. Whenever possible, receipt your sales through the point-of-sale system. Distribute merchandise when proof of payment is shown.

## ***GAMBLING – BINGO, RAFFLES, CARNIVALS***

ASB's may conduct bingo, raffles, and carnivals as fundraisers without applying for a permit from the State Gambling Commission provided they follow these guidelines:

1. Each ASB may conduct no more than two gambling events each calendar year (January 1 – December 31).
2. Each gambling event may last no more than 12 consecutive days, except for raffles, which may last longer.
3. Total gross revenue for all gambling events of a school ASB may not exceed \$5,000 during each calendar year. If \$5,000 is reached during the event, sales must cease immediately!
4. Only members of ASB may participate in management of the event. School advisory staff may help, but parents and PTA members are excluded. Only members of ASB may sell the raffle tickets.
5. Tickets may only be sold to persons 18 years of age and older. Prizes may only be awarded to persons 18 and older.
6. Records of each event must be kept for at least three years after the event. Records must include:
  - ✓ Gross revenue
  - ✓ Details of expenses related to the activity
  - ✓ Details of the use of profits from the activity
7. Raffle tickets may have a maximum price of \$25.00. There cannot be any discounts for quantity of tickets purchased nor complimentary tickets given away. (Example: \$2 each or 3 tickets for \$5; all tickets must sell for the same price.)
8. The following information must be printed on all raffle tickets:
  - ✓ District and school name
  - ✓ Date, time and place of drawing
  - ✓ Tickets must be consecutively numbered
  - ✓ If you must be present to win, the ticket must so state
  - ✓ Prize(s) to be awarded
9. The local police agency must be notified of the event at least five days before the event.

If any of the above items 1 through 3 are anticipated to be exceeded, a lengthy application process must be initiated with the Washington State Gambling Commission prior to the event. Allow adequate time for processing of the application.

### ***PRIVATE MONIES***

- Expending ASB money for charitable donation, scholarship and student exchange can only be made from legitimate ASB private moneys.
- Verify with Business Services (7638) that the proposed beneficiary is a legitimate charitable organization or cause.
- **Student council must give its prior approval for collection and expenditure of private money.** Additionally, an administrator must approve the fundraiser in writing. Please use the *Request For Fundraising Activity* form so that administrator and student approval signatures and any other information is documented as to the type of fundraiser, the intended beneficiary and start/stop dates of the event.
- Contact the Business Services Department (7638) prior to any collections for guidance in following required district policies and internal control procedures.
- Before beginning any private money fundraiser, public notice must be given to identify the intended use of the proceeds (be specific), that collections are exclusively for that purpose and that they will be held in trust by the school district until disbursed. Additionally, the charitable organization must be informed prior to the start of the fundraiser.
- **All publicity must state the above information.**
- ASB private money must be held in an expendable trust account within the ASB program (6000 series).
- Documentation for receipt of any donations is essential. Follow district procedure regarding cash receipting, depositing, record keeping, inventory control and final reconciliation.
- Approval for payment of the proceeds must be in writing. Attach a copy to each purchase order requisition as backup documentation for payments made through the accounts payable process.

- Charitable fundraising is a private activity. The district is to be compensated for any direct costs associated with the fundraiser.
- Transfer of funds to or from a private money account in the 6000 series is not allowed.

### ***TOP 12 RULES OF FUNDRAISING***

1. Plan ahead. Get permission from your principal. Let the school office manager or ASB bookkeeper know what you are planning before you start.
2. Follow state law, board policy/procedure, and risk management rules. Do not have raffles if sales are to anyone under the age of 18.
3. Make it clear who is running the fundraiser; if a teacher /advisor, then ASB must receipt and deposit all money; if parent/booster club, then parent/booster club is responsible for all funds.
4. Have a purpose for the funds (cultural, athletic, recreational, or social). Set profit goals. Check that you have ASB budget capacity.
5. Set a beginning and ending date and stick to it.
6. Make purchases with a district purchase order or purchasing card, and not in an individual's name.
7. Obtain parental permission to inform parents that their students are responsible for all goods checked out, to give them the opportunity to approve or disapprove of their children's participation.
8. Set up a system for daily receipting and deposits. Use district receipt books, point-of-sale system, or the classroom summary receipt. Deposits can only be made through the school office manager or ASB bookkeeper, and must go to the district bank account (not a personal bank account). Do not take money home or store it in a classroom.
9. Set up a system for checking out the product and reconciling cash and products when returned. Secure the inventory.
10. Keep all records. Check with your school office manager or ASB bookkeeper for record storage options.

11. Be aware of potential conflict of interest issues. Is a district staff person acting as a vendor? Check with the purchasing department for vendor information and guidance.
12. Do not give away ASB money. Follow all district procedures for holding charitable fundraisers.

## SALES EVALUATION

Activity: \_\_\_\_\_

Dates: \_\_\_\_\_

Evaluation completed by: \_\_\_\_\_

Project Chairperson(s): \_\_\_\_\_

How would you rate this Project?      *Outstanding*    *Good*    *Needs Improvement*

How would other students rate this sale?    *Outstanding*    *Good*    *Needs Improvement*

How would the staff rate this sale?      *Outstanding*    *Good*    *Needs Improvement*

List the things about this sale that you would do again. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the things about this sale that should be changed if done again. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any special recommendations or ideas for next year's committee. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all the people, businesses or groups that should be thanked for their part in this sale. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ***FUNDRAISER CHECK LIST***

- ☐ Type of fundraiser approved by school board policy
- ☐ School and District policies and procedures reviewed
- ☐ Approval by students, advisor and Principal
- ☐ Meeting minutes showing student approval filed in the activities office
- ☐ Selection of the vendor
- ☐ Time line established, scheduled on master school calendar
- ☐ Group meeting to cover the details of the sale
- ☐ *Request for Fundraising Activity* form filled out and filed in the activities office
- ☐ Vendor contract signed
- ☐ Purchase Order issued
- ☐ Parent and student responsibility acknowledged and parent permission secured
- ☐ Incentives determined
- ☐ Sale kick-off event
- ☐ Initial inventory received, counted, and secured
- ☐ Packing Slip and/or Invoice approved by students and advisors and given to ASB Bookkeeper
- ☐ Merchandise secured during delivery period
- ☐ Individual student record sheets used
- ☐ Record sheets verified
- ☐ Money deposited daily to ASB bookkeeper
- ☐ Final inventory: secure and return unsold merchandise
- ☐ Final reconciliation of funds raised
- ☐ Final bill approved by students and advisor and then paid
- ☐ Fundraiser evaluated by students and advisor





**Northshore  
School District**

## **BOARD POLICY**

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**No. 3530**

### **STUDENTS**

#### **Student Fund-Raising Activities**

The board acknowledges that the solicitation of funds from students, staff and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose including the collection of money in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization may be permitted by the superintendent provided that school district operations are not adversely affected.

ASB groups are permitted to raise moneys for private purposes, through fundraising or solicitation. Private purposes are defined as scholarships and charitable purposes only, and shall be private non-associated student body fund money held in trust by the school district. Charitable purposes do not include any activities of a political nature including support of candidates or support or opposition to any ballot propositions. Proceeds must go to a bona fide non-profit organization (501(c)(3)) that has been approved by the Superintendent or designee.

The superintendent shall establish rules and regulations for the solicitation of funds by approved school organizations, official school-parent groups and by outside organizations. The principal shall distribute these rules and regulations to each student organization granted permission to solicit funds.

Unauthorized solicitation for money, goods or services will not be permitted on school property at any time.

#### **Legal References:**

RCW 28A.325.030 Non-associated student body program fund moneys

WAC 392-138-030 (2) Powers--Authority and policy of board of directors

Adopted by the Board: April 26, 1993

Revised: November 26, 2002



## **ADMINISTRATIVE PROCEDURE**

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### **STUDENTS**

#### **Student Fund Raising Activities**

Student fund raising activities are subject to the authority of the principal as delegated by the superintendent and school board. Guidelines for student fund raising activities are as follows:

- A. Activities must be lawful, compatible with district goals, support the curricular or extra-curricular programs of the school, and promote respectful public relations.
- B. Activities must not interfere with or substantially disrupt the educational program or adversely affect school district operations.
- C. Student participation must be voluntary.
- D. All activities conducted by the ASB or sub-groups thereof must conform to district fiscal procedures and accounting requirements as published in the *ASB Fund Procedures Manual*.
- E. If activities are co-sponsored by a student organization and an official school-parent organization, arrangements for accounting responsibilities and for proportional sharing of expenses and proceeds should be made prior to initiation of fund raising.
- F. Any outside organization, group, or individuals other than an official school-parent organization must have the principal's approval before conducting fund raising activities within a school or schools. Such outside organizations or persons permitted to raise funds from or through students must:
  - 1. Work through an official school-parent organization.
  - 2. Utilize a school-parent organization's normal methods of communication to provide information concerning the fund raiser. Signage and/or brochures explaining the activity may be available to students in school locations designated by the principal for community publicity.

3. Limit collection of money under supervision of an official school-parent organization to time, manner, and location approved in advance by the principal.
  4. Reimburse the school for use of any materials, equipment, facilities, or other resources.
- G. All fundraising activities dealing with the sale of food items during meal periods must be coordinated and approved by the Food Service Director or authorized designee.
- H. Charitable fund raising will not be allowed in a private capacity and must be through an ASB club or ASB activity. ASB groups are permitted to raise moneys for private purposes through fundraising or solicitation. Private purposes are defined as scholarships and charitable purposes only and shall be private non-associated student body fund money held in trust by the school district. Solicitation of funds for non-associated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds, and the fact that the District will hold the funds in trust for their intended purpose.
1. Proceeds cannot be split between schools and charities. All proceeds must go to a bona fide non-profit organization (501(c)(3)) that has been approved by the Superintendent or designee.
  2. All direct expenses for the event must be paid from the money raised and not from public funds.
  3. Prizes shall not be awarded from the proceeds of charitable fundraisers. Schools shall not receive rebates or commissions from charitable fundraisers in order to not detract from the purpose of the event.
  4. As provided by RCW 28A.325.030, charitable purposes does not include any activity related to assisting a campaign for election of a person to an office or for the promotion or opposition to a ballot proposition.

## Northshore School District

# BOARD POLICY

No. 7240

### FINANCIAL MANAGEMENT

#### District Fundraising

The District is increasingly seeking local and nongovernmental funding sources as additional methods of generating revenue. To facilitate the effective and efficient management of this fundraising, the Board authorizes fundraising activities where such programs: (1) promote K-12 education; (2) provide educational experiences for students; and/or (3) address local funding obligations that support the educational mission of the District and/or promote the effective, efficient, or safe management and operation of the District. Fundraising programs, including enterprise activities, shall be in the best interests of the District and shall not interfere with the operation of the District's programs and functions.

This policy governs the establishment and administration of District fundraising for the general fund and for particular programs in the District. It does not address fundraising programs conducted by the Parent Teacher Student Association or other non-profit or citizens organizations. Fundraising by the Associated Study Body is addressed by RCW 28A.325.030 and Board Policy No. 3530.

The superintendent (or designee) shall establish procedures for the administration of District fundraising programs to ensure compliance with all applicable laws.

#### Legal References:

RCW 28A.320.015	School boards of directors – Powers – Notice of adoption of policy.
RCW 28A.320.030	Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration
RCW 28A.320.035	Contracting out – Board's powers and duties – Goods and services.
RCW 28A.335.060	Surplus school property, rental, lease or use of – disposition of moneys received from
RCW 28A.335.090	Conveyance and acquisition of property – management.
RCW 28A.335.180	Surplus texts and other educational aids, notice of availability – Student priority as to texts.
RCW 39.33.070	School Districts and libraries – Disposal of obsolete or surplus reading materials – Procedures.

Adopted by the Board: January 28, 2003

## ADMINISTRATIVE PROCEDURE

No. 7240 P

Page 1 of 2

### District Fundraising

District fundraising programs for students shall: (1) further K-12 education; (2) provide educational experiences; and/or (3) address local funding needs that support the educational mission of the district and/or promote the effective, efficient, or safe management and operation of the district. The purpose or use of such programs shall be consistent with the policies and programs of the district.

Proposals for district fundraising programs shall be reviewed and approved in advance by the superintendent (or designee) to ensure compliance with the following procedures. The superintendent (or designee) shall make all compliance determinations.

- A. Any fundraising program charging fees shall satisfy the following criteria:
  - 1. Fees for persons attending or participating in such programs shall only be charged when attendance or participation is optional, not mandatory;
  - 2. Students shall not be charged a fee to enroll in a curriculum-based activity that involves a district fundraising program; and
  - 3. A program shall not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.
- B. Any fundraising program characterized as a "business enterprise" activity shall satisfy the following criteria:
  - 1. For these purposes, "business enterprise" shall be defined as any non-Associated Student Body activity that sells goods or services for district-related purposes on an ongoing basis;
  - 2. Such "business enterprises" shall sell products or services that are appropriate for the program's educational purposes and/or promote the effective, efficient, or safe management and operation of the district;
  - 3. Such enterprises shall not be created solely for commercial purposes;
  - 4. Such enterprises shall purchase inventory in accordance with applicable district policy and/or practices; and

5. A business enterprise program shall not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.
- C. Any fundraising program using donated personal items or services for an auction, sale, and/or raffle shall satisfy the following criteria:
1. Donated items or services must be free from health and/or safety hazards;
  2. Donated items or services must be given voluntarily by individuals or businesses; and
  3. Appropriate solicitation on the part of students, parents, or appropriate district personnel is permissible, but actions of students and parents cannot bind the district to any contractual obligations.
- D. Any fundraising program that requires contracting with a third-party vendor or promoter shall satisfy the following criteria:
1. The contract shall further K-12 education and/or promote the effective, efficient, or safe management and operation of the district; and
  2. The district shall enter into contracts consistent with district policies and with appropriate authorization of the superintendent (or designee).
- E. Any fundraising program involving the production and/or sale of goods or services, such as a vocational education program, shall satisfy the following criteria:
1. The superintendent (or designee) must authorize the sales of any goods produced and/or any services provided by the education program;
  2. The proceeds from the sales shall be used to enhance or to expand the educational program(s), as determined by the superintendent (or designee);
  3. To the extent required, all goods produced or services provided from an educational program shall be assigned to (or owned by) the district; and
  4. Individual compensation for the sale of goods produced and/or for the services provided shall not be permitted, except as authorized by the superintendent (or designee), in accordance with applicable laws, district procedures, and/or practice.
- F. Any fundraising program selling surplus school personal property shall satisfy the following criteria:
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1. Such programs shall not violate applicable state law or school policy governing the sale, lease, or rental of surplus and obsolete school personal property;
2. Such programs are permitted only as provided in RCW 28A.335.180; and
3. Such programs follow the district's policy for the disposal of surplus property, District Policy No 7240.

Issued: 4/22/03