

Procedure Fundraising Activities Involving Students

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 create a poor public relations image;
- 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 involve the official student body organizations and 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 realized 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 a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fundraising;
- G. The following fundraising activities are approved:
 - 1. Sales of goods (candy, T-shirts, etc.), magazines, apples (if maintained in cold storage);
 - 2. Car washes, school supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners;
 - 3. Paper drives, bottle drives, etc. that do not interfere with the school day;
 - 4. Carnivals when organized and supervised by the school and/or the recognized parent group;
 - 5. Skating and bowling parties provided there is adequate supervision and liability protection;
 - 6. Bandathons, bikeathons, and walkathons;
 - 7. Basketball games if liability insurance for participants and facilities is included in the contract;
 - 8. Talent, variety, musical, and drama productions (after school hours); and
 - 9. Any major purpose fundraising activity that is not listed above must have the approval of the superintendent;

- H. Fundraising activities in excess of \$100 must be submitted by the principal to the superintendent for approval. Application for approval must include:
1. The sponsoring group;
 2. The proposed activity;
 3. The manner in which the money is to be collected; and
 4. The purpose;
- I. 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 policy; and
- J. Any outside group other than an official school-parent group must have central office approval before conducting fundraising activities within 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 reimbursement. 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. Brochures explaining the program may be made available to students through the school office.

Adoption Date: 05.28.97
Kittitas School District #403
Classification: Essential
Revised Dates: 11.03.16