

Date Adopted: 11/12/84	File Number: Detroit Lakes Policy - 511
Date Revised: 01/12/98	

## **511 - STUDENT FUNDRAISING/SOLICITATION**

### **SOLICITATION OF STUDENTS:**

The Detroit Lakes Public Schools shall endeavor to safeguard the rights of students and their parents from money raising plans of community and out-of-school organizations; commercial enterprises and individuals; as well as school sponsored groups.

This policy applies particularly to ticket sales and/or the sale of articles or services except those that are directly sponsored and/or approved by the school authorities.

Community and outside organizations may advertise events through the school, but children may not be enlisted to solicit sales or sell tickets except for those events that are jointly sponsored by the school or through school approved parent-teacher activities.

All approved organizations using the school either for advertising or solicitation must clearly have the name of the sponsor printed on advertising, tickets, and other materials being sold or displayed.

### **PRIOR APPROVAL REQUIRED:**

All requests for fund raising activities must be approved in advance, by the advisor of the activity, by the building principal, and by the Superintendent of Schools. All such requests shall be submitted on forms available from the office of the principal.

Because many fund raising activities directly or indirectly affect the business community or may conflict with dates set by community organizations for like fund raising activities, all such events should be planned and/or dates set with community consultation and should be cleared on the community calendar.

### **ACTIVITY FINANCES:**

All school activity funds will be carried in the Activity Account. All monies received by classes and organization will be turned into the fund, for which a receipt will be issued. Disbursements will be made by check. The fund is open for audit at any time. Expenditures for any activity must have the approval of the activity advisor and the building administrator. The advisor should see that all expenditures are of a general educational nature, and do not have personal overtones. It is usually considered that all students help raise funds and all students should share in some way, the expenditure of these funds. **NO MONEY IS TO BE KEPT IN TEACHER'S DESK DRAWERS OR IN A SEPARATE ACCOUNT.**

**AUDIT ACCOUNTS:**

All school accounts, including all extra-curricular accounts, shall be subject to an annual audit by a Certified Public Accountant. This audit shall be done as soon as possible after June 30th of each year.

The building administrator shall be responsible for supervising and accounting for all funds, fund raising activities, conducted by any students, staff or organizations, or solicitation, consistent with the provisions of this policy.

**Legal References:** Minn. Stat. § 120.73 (Authorized Fees)

**Cross References:**

DETROIT LAKES PUBLIC SCHOOLS  
Detroit Lakes, Minnesota

**REQUEST TO RAISE FUNDS**

School organizations or classes interested in any type of fund raising activity must complete the following information sheet and receive prior approval:

**DATE OF REQUEST:** \_\_\_\_\_

**NAME OF ORGANIZATION OR CLASS:** \_\_\_\_\_

President: \_\_\_\_\_ Advisor: \_\_\_\_\_

**TYPE OF ACTIVITY BEING CONSIDERED:** (Please Describe) \_\_\_\_\_

Financial Goal: \_\_\_\_\_

If the activity involves the sale of some item, please describe: \_\_\_\_\_

Cost: \_\_\_\_\_ % of Profit: \_\_\_\_\_

Sale Price: \_\_\_\_\_ % of Profit: \_\_\_\_\_

Beginning date of fund raising activity: \_\_\_\_\_

Ending date of fund raising activity: \_\_\_\_\_

Funds to be used for: (Please Explain) \_\_\_\_\_

**ADVISOR:**

Recommendation: \_\_\_\_\_

Signature: \_\_\_\_\_

**BUILDING PRINCIPAL:**

Recommendation: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>ACTIVITY</b>	
_____	Approved
_____	Rejected - Reasons: _____
_____	Refer to Board of Education for review and consideration
*Please attach supporting documentation and use reversed side if more space is needed.	_____
	Superintendent's Signature
	_____
	Date