

# G-27: Administrative Procedures

## Fundraising Activities

### REFERENCES

[Board Policy G-27](#)

[Form G-27: Fundraising Proposal](#)

[Form G-27: Fundraising Evaluation](#)

[Board Policy P-1: Ethical Standards and Codes of Conduct](#)

### DEFINITIONS

**Crowdfunding:** The practice of funding a project or venture by raising money from a large number of people, typically via the Internet.

**Fundraiser/Fundraising/Fundraising Activity:** For the purposes of these procedures and corresponding board policy, fundraising means activities or events provided, sponsored, or supported by a school to generate funds to raise money to:

- A. Provide financial support to a school or any of the school's classes, groups, teams, or programs; or
- B. Benefit a particular charity or for other charitable purposes.

Fundraiser/Fundraising/Fundraising Activity may include;

- A. The sale of goods or services;
- B. The solicitation of monetary contributions from individuals or businesses; or
- C. Other lawful means or methods to generate funds.

**Group Fundraiser/Fundraising:** A fundraising activity or event where the money raised is used for the mutual benefit of the group, team, or organization.

**Individual Fundraiser/Fundraising:** A fundraising activity or event where money is raised by each individual student to pay the individual student's fees.

### PROCEDURES FOR IMPLEMENTATION

These procedures apply to all district administrators, licensed educators, staff members, students, organizations, volunteers, and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events.

#### I. Elementary Schools

- A. A school and Parent Teacher Association ("PTA") may sponsor up to two fundraising activities per year that involve students. Other fundraisers that do not involve student participation may be permitted at the discretion of the principal, School Improvement Council ("SIC"), and School Community Council ("SCC").
- B. Door-to-door fundraising activities to individuals not known to the student or parent are prohibited.

#### II. Secondary Schools

Each school's SIC and SCC will determine procedures for approving fundraisers and set a limit for the number of allowable school-wide fundraising projects and fundraisers sponsored by student groups, clubs, departments, the PTA, and other school related parent organizations.

#### III. School Related Fundraising (All Schools)

- A. Fundraising shall equally benefit males and females, and all fundraising proceeds must be utilized in compliance with Title IX.
- B. Fundraising activities may not be approved which would expose students or other participants in the fundraising activity to risk of personal injury, would expose the school or district to risk of financial loss if the fundraising activity is not successful, or would violate the law, board policy or district administrative procedures.
- C. The district provides funds for specific educational functions on an equitable basis; therefore, no fundraising effort will be approved that would generate funds for the following categories:
  1. the purchase of textbooks and supplies;
  2. transportation of students between home and school on a regular basis;
  3. the purchase or construction of an additional classroom; or
  4. the hiring of a licensed, educational support professional or paraprofessional staff.
- D. Any group proposing to raise funds on behalf of or for the benefit of a school or school program must comply with these procedures, or must make clear in all its literature and fundraising activities that the fundraising activity is not school-sponsored, and that the organization is not affiliated with the school or district, and instead is a separate organization.
  1. If a group is proposing a fundraising activity, parents of the students in that group must be notified of that proposal as soon as possible but no later than 30 days prior to the date of the event.
  2. Once the fundraiser has been approved by the SCC parents must be notified of the specific details no later than 15 calendar days before the event.

- E. Requests for fundraisers must be made using Form G-27: Fundraising Proposal and should identify the intended use of the funds.
  - 1. Except in special circumstances, funds raised through fundraising activities should be expended on the current group of students participating in the class, program, activity, or club that raised the funds.
- F. A school may not authorize, establish, or allow for required individual fundraising.
- G. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
- H. A school may allow for group fundraising.
- I. Students may not miss class (instructional time) to participate in fundraising activities.
- J. Student participation in fundraising activities must not be a condition or factor in any scholastic or citizenship grade, nor in team membership or eligibility.
  - 1. Students must not be required to meet fundraising quotas as a condition of participation in any school-sponsored class, activity, or club. See, Board Policy I-19: Overnight and Extended Trips or Activities.
    - a. Under no circumstances shall individual student fundraising goals/success be posted publicly, online, or in any public format. No student will be embarrassed, humiliated, or shamed whether a student participates or not in fundraising.
  - 2. Student fundraising for a school-sponsored class, activity, or club must be conducted in accordance with the board's fee schedule and fee waiver policy, and district administrative procedures. See, Board Policy S-10: Student Fees and Fee Waivers.
- K. All fundraisers must be recommended by the principal and approved by the SIC and SCC, including any classroom fundraising activity proposed by an individual teacher.
  - 1. The principal, SIC, and SCC should ensure that only a reasonable number of fundraisers, especially classroom fundraisers, are approved during the year.
  - 2. The district prohibits the use of unapproved district on-line fundraising sites and crowdfunding for school related fundraising efforts due the lack of financial controls and costs associated with using these sites.
    - a. The list of district-approved third-party digital fundraising management platforms can be found [HERE](#).
  - 3. Information about SCC approved fundraisers may be posted on a school's social media.
- L. Crowdfunding activities are fundraisers and are subject to all the requirements set forth in these procedures. If a crowdfunding activity uses a third-party vendor, only those funds received by the school are public funds.
- M. School funds may not be used to pre-pay for merchandise or commodities for resale in fundraising without the express written permission of the principal.
- N. Fundraisers involving food item sales must comply with applicable health regulations, current United States Department of Agriculture dietary guidelines, and the board's wellness policy.
- O. No employee may be paid a bonus or compensated in any way from funds raised in connection with a school sponsored fundraising activity.
- P. An individual student, group of students, individual employee, or group of employees, may not use the facilities, equipment, or resources of the school or district to conduct a personal fundraising effort not sponsored or approved by the school or district, except on a rental basis in accordance with the applicable board policy.
- Q. All funds must be used solely for school-related and educational activities in accordance with these procedures.
- R. All funds received must be receipted and deposited in the school's financial account and strictly accounted for in accordance with Section 21.2 of the district's School Accounting Manual. PTA fundraising activities are subject to their own accounting procedures.
  - 1. On an annual basis, the principal or his/her designee should review the applicable account balances with the sponsor of the fundraising activities.
- S. At the conclusion of the fundraising project, the teacher/sponsor of the project must fill out the Form G-27: Fundraising Evaluation and submit it to the principal.
  - 1. Principals shall review these forms with, or provide a report summarizing the information to, their SCCs.
- T. The principal and SCC shall annually review fundraising activities that support or subsidize school clubs, activities, sports, classes or programs to determine if the activities are school sponsored.
- U. Raffles are illegal in Utah and are, therefore, prohibited as a fundraising activity. A raffle is defined as an activity in which individuals purchase an opportunity to win something, the outcome of which is ultimately determined by chance.

#### **IV. Charitable Fundraising**

- A. A school may conduct only one school-wide fundraising activity for charitable purposes per year. The SCC will determine a process for selection of charitable organizations which meet the following district standards:
  - 1. The goals and objectives of the organization and the fundraising activity must be recommended as appropriate for school-age children by the SIC.

2. The charitable organization must hold 501(c)(3) non-profit status and have been in existence for at least five years prior to the fundraising activity.
- B. Once an appropriate charitable organization has been decided upon by the SCC, the superintendent or designee must approve the charitable fundraiser prior to any funds being collected, raised, or gathered on behalf of any charity.
- C. With the permission of the principal and concurrence of the SCC, the PTA may conduct fundraising to respond to special needs or emergencies that affect members of the school community.

**V. Appeals**

The appeals process related to fundraising decisions or requests will be determined by the principal.