

**INDEPENDENT SCHOOL DISTRICT NO. 283**

SECTION/FILE 650 DATE OF ADOPTION 8/12/1975  
AFFIRMED/REVISED 4/23/2001;  
5/29/07; 5/13/13

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TITLE Student Fund Raising Activities

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The District recognizes that school-sponsored clubs, student groups, co-curricular teams, academic classes, site councils, parent teacher organizations and Booster Clubs desire to enrich students' experiences and learning opportunities beyond the existing levels of financial support provided by the taxpayer. Providing these experiences means that groups may need to seek additional funding by engaging in fundraising activities. The District also recognizes the need for coordination and regulation of these activities.

Arrangements for fundraising on behalf of or by students authorized by a building fundraising committee shall be subject to any existing legal requirements. Student participation in fundraising activities shall be voluntary. Students not participating in the fundraiser shall have equal access to activities funded. Also, fundraising activities shall minimize effect upon instructional time. Authorization by a building fundraising committee does not imply District encouragement and/or sponsorship.

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### ADMINISTRATIVE GUIDELINES FOR STUDENT FUND RAISING ACTIVITIES

1. School organizations planning to participate in fund raising activities shall establish a fund raising committee to work in conjunction with the Principal/Community Education Coordinator to develop plans for raising and disbursing funds. Committee membership shall include staff and community members. Fund-raising activities are initiated only for such programs that District 283 may support.
2. Major, all-school student driven fund-raisers should be limited to one per year at the schools, not including in-house fund-raising projects (ie` ; book fairs; sweatshirt sales, PTO events etc.). Prior approval by a building committee and from the Principal/Community Education Coordinator is needed for all individual grade level/classroom fundraisers. Instructional personnel shall not administer an authorized grade level/class room fundraising activity.
3. Fundraising activities shall be confined to non-instructional time, with the exception of vocational related classes where the activity is part of the curriculum. Teacher and administrator implementation time should be kept to a minimum.
4. Incentive-based sales are permissible but should not include major group and/or individual competition. Door to door sales should be discouraged.

5. The requesting parent, staff and booster organization will ensure that proper accounting procedures are in place, that records will clearly indicate revenues and expenditures for each fundraising activity and that measures for the safekeeping of monies are implemented to include but not limited to two signers for all disbursements filed with the principal's/coordinator's office.
6. Goods or services will be purchased according to district procedures. Equipment and supplies shall meet acceptable quality, performance and safety standards.
7. Unless previously approved, funded activities should not result in any installation costs or unacceptable continuing costs to the district.