

GIFTS AND SOLICITATIONS

FJ
(REGULATION)

FUNDRAISING
ACTIVITIES

From time to time, schools and school organizations engage in fundraising projects to support the school activities using guidelines designed to provide that organization the opportunity to earn these funds.

VENDOR APPROVAL

All vendors must be approved by the District's purchasing agent or designee. Approved vendors will be eligible to provide goods and services for school-sponsored fundraising projects in the District.

FUNDRAISER
APPROVAL
PROCEDURE

Each sponsor requests approval from the principal on the official "Request for Fundraising Activity/Report of Fundraising" form [see FJ (REGULATION) (EXHIBIT)]. If approved, the sponsor may initiate an activity fund purchase order for the goods or services requested. No employee of the District may initiate a fundraiser without an approved purchase order.

The District will not be responsible for goods or services ordered without a purchase order. The requesting sponsor will be personally liable for payment of unauthorized purchases of goods or services.

Once the material is received or sold, the sponsor may authorize payment for the product or service.

No payments will be made in advance of the receipt and sale of a product or service.

GENERAL
GUIDELINES

All fundraising activities for school and/or support organizations must be approved by the campus principal. Limits will be set by the campus principal as to the number of fundraising activities established on the campus.

Students may not participate in any type of gambling activities which includes the purchasing or selling of raffle tickets or participating in bingo-type activities for any school or school-related organization. These activities are specifically prohibited by law for persons under the age of eighteen (see Board Policy FJ).

Elementary students shall not take part in door-to-door ticket or item selling and/or soliciting pledges or contributions. The District will not sponsor activities that require this type of student participation out of concern for student safety.

Door-to-door solicitations are discouraged for secondary students. Service activities are encouraged.

EXCEPTIONS

Building principals may request approval of fundraising products and/or services with vendors that:

1. Are not on an approved fundraiser vendor list.
2. Provide products and/or services that may not be classified as fundraising activities.

Request for approval of these activities shall be made on the "Request for Fundraising Activity/Report of Fundraising" form and will be evaluated on a

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case-by-case basis by the District purchasing agent.

FINANCIAL RECORDS Sponsors shall complete a final report showing the gross income, expenses, and the net profit of each activity for which they are responsible. [See FJ (REGULATION) (EXHIBIT)] One copy of this report shall be filed with the campus principal and a second copy must be forwarded to the Business Office.

APPLICABILITY These procedures do not apply to parent or other support groups; however, these groups will work with the building principal to develop fundraising activities. [See GE (REGULATION)]