

Edmonds School District No. 15 Fundraising Guide

	A	B	
<i>First question to ask when planning a fundraiser: 1) will the proceeds go directly into a School/District account? If Yes follow column A. If the proceeds will go directly into a non-district account, follow column B.</i>	Proceeds go directly into a School/District Account	Proceeds go directly to a non-district organization	
1) Who is the sponsoring organization? Who is responsible for the planning, organization, management and operation of the fundraising activity?	School (including General, ASB and Non-ASB program activities)	Non-district organization (such as PTSO, PTA, Booster Club, Koins for Kids)	
2) When may the fundraiser be held?	School hours or non school hours	School hours	Non school hours
3) Where may the fundraiser be held?	On district property or a district function off district property	On district property or a district function off district property	On district property Off district property
4) Is the approval of the fundraiser by the school administrator required?	Yes	Yes	Yes No
5) Who is responsible for collecting, counting, reconciling, safekeeping and depositing of funds?	District staff is responsible; students and volunteers may assist	Non-district organization	Non-district organization; students and staff may assist, but not in their capacity as "district students" or "district staff", respectively
6) Is student participation in the fundraising activity allowed?	Yes	No	Yes, in their private capacity and not as 'district students'
7) Is supervision by district staff required while students are participating in the fundraising activity?	Yes	N/A; student participation is not allowed	No
8) Is district staff involvement in fundraising activity allowed?	Yes- allowed and required	No	Yes, in their private capacity and not as 'district staff'
9) Is non-district organization involvement in fundraising activity allowed?	Allowed, but not required	Required	Required
10) Are there restrictions on the use of funds?	Yes - General, ASB and Non-ASB Funds may not be used for election campaign activities	Use is determined by the non-district organization	
	Yes - General Fund: must have direct link to educational purposes (i.e., library books, outdoor ed, music/drama program); may not be gift to individuals; although schools may solicit donations of consumable supplies, don't recommend direct student fundraising for same		
	Yes - ASB Public Funds must be used for optional, noncredit extracurricular activities of a cultural, social, recreational or athletic nature; may not be gift to individuals		
	Yes - Certain ASB and Non-ASB Program Funds may be raised for charitable purposes		