

STUDENT FUNDRAISING ACTIVITIES

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional programming. However, the Board acknowledges that schools and student organizations may wish to engage in fundraising in order to support their activities, to provide funding for social events and/or student travel, to benefit the school or community, or for humanitarian purposes.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities. This policy only allows fundraising by students for the purposes set forth in the following Sections (A, B, and C):

A. Fundraising Guidelines for Students and Student Organizations

The following general guidelines apply to fundraising by students and student organizations. These guidelines and the additional considerations in Section B and C of this Policy shall apply to student participation in fundraising conducted for other purposes.

1. All student fundraising activities shall be approved in advance by the building principal, who will be responsible for determining whether the educational or financial benefit provided is sufficiently balanced with fostering a sense of community within the school and/or district, and that the activity complies with Section D of this policy.
2. The principal/designee will determine the amount of involvement outside sales representatives will have in presenting their products, distributing promotional materials, and providing sales incentives to students.
3. The fundraising activity, including any presentation by outside sales representatives, demonstration and distribution of products or promotional materials, solicitation of sales, or collection or recording of monies, shall have minimal impact on instructional time and not be unduly demanding of student or staff time or work.
4. Under no circumstances will any student be compelled to participate or donate; or be penalized for not participating or donating. There shall be no mandatory quotas for product sales.
5. Student fundraising activities shall be supervised by a building administrator, teacher, or activity advisor.
6. The activity shall be one in which schools and students may appropriately engage, and shall not subject the schools, students, or their families to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a proposed activity, or the proposed

fundraising activity is one that is new to the school system, the building principal shall consult with the Superintendent.

7. The following shall be communicated to students and parents/guardians at the start of the fundraising activity:
 - a. The reason for the fundraising activity;
 - b. A description of the fundraising activity, including the names of any participating for-profit organizations, any anticipated presentations by outside sales representatives, and the approximate percentage of total sales expected to be kept by the school for the benefit of students;
 - c. That soliciting donations or sales is voluntary; and
 - d. The option for students and parents/guardians to make a voluntary direct donation towards the activity/program benefiting from the fundraising activity, if preferred.
 8. Students participating in fundraising activities are expected to conduct themselves in accordance with Board policies, school rules and the student code of conduct.
 9. In the interest of student safety, activities involving door-to-door solicitation by elementary level students are prohibited.
 10. Club and class dues shall be determined by the club or class officers in consultation with the club or activity advisor. The building principal shall have final authority over the setting of club and class dues. To the greatest extent possible, scholarship funds will be made available to qualifying students.
 11. The building administrator, teachers, or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of funds raised in accordance with the Board's policy DFF, Student Activities Funds Management.
 12. Student organizations will be encouraged to engage in fundraising projects that support student wellness or student wellness activities.
- B. Fundraising Guidelines for Humanitarian or Charitable Purposes

Students may participate in charitable drives or fundraising activities to benefit humanitarian or charitable causes provided that the activity is conducted in accordance with the guidelines in Section A of this policy and is sponsored by a recognized student organization.

C. Guidelines for Student Participation in Parent Group Fundraising Activities

The Board recognizes that PTCs and other parent groups (e.g., Boosters) may wish to involve students in their fundraising activities. Student participation in fundraising activities to benefit parent groups where the funds raised by the activity will be deposited into the parent group account(s) shall be in accordance with Section A and this Section.

1. Notwithstanding Section A.3, instructional time shall not be used for PTO/Parent Group fundraising activities, including any presentation by outside sales representatives, demonstration and distribution of products or promotional materials, solicitation of sales, or collection or recording of monies.

D. Coordination of Fundraising Activities

1. All fundraising activities in RSU No. 5 shall be coordinated in order to avoid burdening local businesses and the community.
2. Request forms (JJE-E) should be submitted to both the building principal and Superintendent for approval. The district office will coordinate requests to avoid duplication of fundraising activities.

Cross Reference: DFF-Student Activities Funds Management
EFE-Competitive Food Sales
JL - Student Wellness

Adopted: March 24, 2010
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