

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 3530 P-1/4500 P-1

FUND RAISING PROCEDURES

Fund raising activities may be allowed for the purpose of enhancing the educational programs for students in the Ferndale School District. Considerable forethought shall be exercised in planning a fund raising activity to ensure the activity does not place an undue burden on either the community, the students, or parents in the Ferndale School District.

I. GUIDELINES FOR ASB SPORTS, CLUBS, OR OTHER STUDENT GROUPS

- A. School advisors and coaches are required to obtain approval from the school administration for all fund raising activities prior to discussion with parents or students.

If a parent group should approach an advisor or coach with a fund raising idea, no commitment is to be made. The coach/advisor is to notify the individual(s) that the coach/advisor is to inform an appropriate administrator prior to further discussion of the matter. Subsequently, an administrator and/or coach/advisor will discuss the proposal or ideas with the group.

- B. Routine fund raising activities such as dances, candy sales, etc., are to be cleared in advance with the assistant principal (activities or athletics).
- C. All activities require prior approval of the principal. If the travel is out of state, Board Policy No. 5341 will be followed.
- D. Fund Raising Activities
1. The community may receive something for its donations (e.g., pancake breakfast).
  2. Must benefit the sponsoring club, class, or student body. No fund raising activity will be allowed to benefit specific individuals.
  3. Will not subsidize what normally would be the expense of the parent/guardian.
  4. Must be in good taste and not discredit the school.

II. CRITERIA FOR APPROVAL OF FUND RAISING PROJECTS

School administrators will use, but will not be limited to, the following criteria in deciding if a project should be approved or disapproved.

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 3530 P-1/4500 P-1

A. Merit

1. Has the club, class, or sport established a record of continued excellence that in some way qualifies it to merit participation in the activity and to represent the school?

B. Travel

1. Does the activity require extensive travel?
2. Is this travel on school time?
3. In the case of travel for athletic purposes, has this type of trip been sanctioned by the WIAA?

C. Funding

1. What will be the total amount of funds needed for this activity and what are the anticipated amounts by category (i.e., food, travel, lodging, etc.)?
2. How will funds be raised for this activity? Will fund raising activities supply a service or product to the contributors or will they merely be asked to donate funds? What are the percentage relationships between donations versus supplying a service or product?
3. Will students be asked to contribute to the total cost? If so, how much in total dollars and as a percent of the overall per student cost?

III. IMPLEMENTATION

A. Fund raising activities must meet the following criteria:

1. Be approved by the building administrator that require students or staff to travel more than 50 miles outside the border of the state of Washington, except Oregon where 100 miles will be allowed. This must be submitted for consideration by the superintendent and board of directors;

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 3530 P-1/4500 P-1

2. Contracts must be signed by a school administrator;
  3. The services of a vendor shall be in accordance with Administrative Procedure No. 7324 P-1, Purchasing: Relation with Vendors;
  4. Must be conducted within the fiscal guidelines for activity/athletic accounts to ensure proper accountability.
  5. When a school group will receive a cash percentage for photographic services, parents must be informed pursuant to Administrative Procedure No. 7324 P-1;
- B. The coach/advisor and/or, when appropriate, the representative(s) of parent groups, will be required to sign the funding plan and assume responsibility to ensure all debts incurred as a result of the activity are paid.

IV. ELEMENTARY SCHOOL FUND RAISERS

A. Incentives

1. School-wide recognition must be a part of any established incentive program. The incentive may consist of a theme day, special game, etc., or the item purchased as a result of the fund raiser if the student will receive benefit from the item within the near future.
2. Classroom recognition must be a part of any established incentive program. When a classroom(s) receives recognition (popcorn, special game, etc.) all students in the classroom may participate even though they may not have been involved in the fund raising campaign.
3. Individual recognition may be a part of the established incentive program (gift certificates, prizes, passes, etc.). However, they are optional and not mandatory like 1 and 2 above.

B. Instructional Time

Every effort will be made to conduct orientation meetings and recognition assemblies at such a time that they have a limited impact on instructional time. Generally, this means that no more than a total of 30 minutes will be lost in any given school year for these types of activities.

C. General Organization

1. Goals must be identified prior to the implementation of any fund raiser and approved by the building principal.

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 3530 P-1/4500 P-1

2. Each building will be limited to no more than two fund raisers per year involving students going into the community to sell items.
3. Parents shall be informed in writing about fund raisers where students will be asked to go into the community to sell items. All students will be allowed, but not required, to participate. Every parent shall have the option to deny his/her child's involvement by notifying the building principal.

D. Professional Fund Raising

1. Professional fund raisers are defined as organizations and/or individuals that organize, make presentations, provide supplies/materials, receive a percentage of the sales price in return for their services; and require students to go into the community to sell items. Examples of professional fund raisers include pizza sales, candy sales, magazine sales, etc. Non examples include apple machines, pencil machines, tee-shirt sales, etc.
2. Each building shall be limited to the use of one professional fund raiser per school year.

V. ANNUAL NOTIFICATION

It is the responsibility of the building principal to ensure that parent groups associated with a club, sport, or student body, in general, be annually informed of this procedure.

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

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Implemented	10-24-85
Revised	12-05-85
Revised	09-15-88
Revised	02-14-96