

## Procedure - Fundraising Activities Involving Students

Guidelines for student fundraising activities are as follows:

- A. Student participation must be voluntary;
- B. The fundraising activity must be such that it is not likely to create a poor public relations image;
- C. Fundraising activity efforts must not interfere with the educational program;
- D. Fundraising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB;
- E. Fundraising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made;
- F. Sponsorship of fundraising activities by schools' official parent groups, even where moneys realized will be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fundraising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fundraising;
- G. Student fundraisers that involve tangible items will provide a useful product or service, except when such fundraising is for a charitable purpose. Charitable fundraisers must be clearly advertised as such.
- H. The following fundraising activities are approved:
  1. Sales of goods (candy, T-shirts, etc.), magazines, apples (if maintained in cold storage);
  2. Car washes, school supplies, rummage and garage sales, and various feeds;
  3. Paper drives, bottle drives, etc. that do not interfere with the school day;
  4. Carnivals when organized and supervised by the school and/or the recognized parent group;
  5. Skating and bowling parties provided there is adequate supervision and liability protection;
  6. Bandathons, bikeathons, and walkathons;
  7. Basketball games if liability insurance for participants and facilities is included in the contract;
  8. Talent, variety, musical, and drama productions (after school hours); and
  9. Any major purpose fundraising activity that is not listed above must have the approval of the superintendent;
  10. Door-to-door fundraising activities involving students will be limited to grades 5-12.
- I. Fundraising activities that are not approved prior to the start of the school year must be submitted by the principal or designee to the superintendent for approval. Application for approval must include:
  1. The sponsoring group;
  2. The proposed activity;
  3. The manner in which the money is to be collected; and
  4. The purpose;
- J. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy; and

- K. Any outside group other than an official school-parent group must have central office approval before conducting fundraising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
1. Must work through established official parent organizations and not with or through student body organizations or the administration;
  2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fundraising should be referred to the appropriate parent organization, which will have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fundraising;
  3. Will not collect money in school buildings as part of fundraising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fundraising activity; and
  4. May display a sign announcing a fundraising activity. Brochures explaining the program may be made available to students through the school office.

### **Attendance at National Conferences (Ephrata added)**

#### **Annual Budget for National Conferences**

Each vocational chapter/club/organization will determine annually an amount of money to be set-aside in the organization's budget to help support the attendance of qualified/eligible students selected by the chapter/club/organization to attend the National Conference.

#### **Selection Process for National Conferences**

Each vocational chapter/club/organization will be in charge of the following:

1. Determining the annual national conference allocation.
2. Developing participant eligibility and selection criteria.
3. Selecting the students and number of students to attend the National Conference based on eligibility criteria.
4. Determining which expenses will be paid by the chapter/club/organization (normally airfare, hotel, meals, registration, and car rental, if necessary).

The full amount of the conference allocation may be used to send members to the national conference. The chapter/club/organization may send a limited number of selected students (that meet criteria established by the chapter) whose expenses would be covered fully by the national conference allocation (except for personal expense). On the other hand, the chapter/club/organization may decide to send more participants than the allocation fully funds, but in no case will the expenses of each participant be funded at less than 50 percent (personal expenses are not covered). Therefore, the decision as to how many students to send and the amount of their allocation rests with the student organization. The following guidelines will apply:

1. The chapter may select and choose to fully support a limited number of participants where the conference allocation will pay 100 percent of the cost of their attendance (for example, airfare, hotel, meals, registrations, and car rental).
2. The chapter/club/organization should limit the number of participants based on the budget allocation. Should more eligible student participants be selected by the Chapter to attend the national conference than the allocation will fully support, the amount of the allocation will be divided equally among the participants. In no case will any individual participant be required to pay more than 50 percent of the total conference expenses outlined above (not including personal expenses). If requiring students to pay a portion of the total expenses prevents students selected from attending then the chapter/club/organization may wish to reconsider the number of students and limit that selection to the number of students who can be fully supported by the conference allocation. That decision may be on a year-to-year and case-by-case basis.
3. Participants must bring a designated amount of their own money to cover personal expenses. That amount will be determined by the local advisor well in advance of the national conference.

Student participants will be chaperoned at the national conference by the Ephrata High School advisor or a like advisor from a neighboring school district. If our students are attending, the vocational department's individual program budget will pay for one of our local advisors to chaperone. The Ephrata advisor may find another advisor willing to take responsibility for supervising/chaperoning our students. ASB funds shall not be used to pay the expenses for a non-school adult to attend the national conference.

After the first attendance, the ASB club/organization will not contribute toward attendance at another national event for an individual student, unless such student earns the opportunity to compete at the national level.