

### **Student Fund-Raising Activities**

Guidelines for student fund-raising activities are as follows:

- A. Student participation must be voluntary.
- B. The fund-raising activity must be such that it is not likely to create a poor public relations image.
- C. Fund-raising activities must not interfere with the educational program or student instruction time. (Academic learning time.)
- D. Fund-raising activities conducted by associated student bodies or subgroups must conform to the district Associated Student Body (ASB) accounting requirements including good money management and record keeping systems. Expenditures of all ASB funds must be approved by the ASB. On fund-raisers that involve the sale of merchandise, a charge may be assessed for students who do not return unsold merchandise or cash received from sale of the merchandise. This charge will be equivalent to the retail value of the merchandise.
- E. Fund-raising activities conducted by outside groups (including parent groups) must not involve official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made. If student body organization involvement occurs, any funds become ASB funds and are subject to ASB accounting requirements.
- F. Sponsorship of fund-raising activities by schools' official parent groups, even where funds realized shall be donated to ASBs, is encouraged to minimize accounting difficulties. If fund-raising 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 fund-raising.
- G. The following fund-raising activities are approved:
  - 1. Sales of goods (candy, T-shirts, magazines, fruit, gift wrap, school supplies);
  - 2. Car washes, rummage and garage sales, pancake breakfasts, spaghetti dinners;
  - 3. Paper drives, bottle drives, as long as they 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, walkathons, and other a-thons;
  - 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);
  - 9. Student annual advertising;
  - 10. School/student newspaper advertising;
  - 11. Literary magazines; and
  - 12. Calendar of H.S. athletic and other events.

Any major purpose fund-raising activity that is not listed above must have the approval of the superintendent.

- H. 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 district policies and procedures.
  
- I. Any outside group other than an official school-parent group must have central office approval before conducting fund-raising 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 fund-raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to utilize the parent organization’s normal method of communication to transmit information concerning the fund-raising.
  3. Shall not collect money in school buildings as part of fund-raising 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 fund-raising activity.
  4. May display a sign announcing a fund-raising activity. Brochures explaining the program may be made available to students through the school office.
  
- J. Permission must be granted by the Executive Director for Finance and Operations for contracts involving soft drink companies, scoreboards, cold drink machines, and any other advertising such as painting signs on baseball field fences.

The following chart clarifies three levels of fund-raising for pre-approval and examples requiring prior approval for school fund-raisers.

<b>Fund-raising</b>		
Level A	Level B	Level C
<p><b>Traditional/Policy Approved (grand-fathered) (3530P)</b></p> <ul style="list-style-type: none"> <li>• Student Annual Advertising</li> <li>• School/Student Newspapers</li> <li>• Literary Magazines</li> <li>• Calendars of HS Events</li> </ul>	<p><b>Administrative Procedure Approved Fund-raisers (3530P)</b></p> <ul style="list-style-type: none"> <li>• A-Thons</li> <li>• Gift-wrap Sales</li> <li>• Subscriptions/Magazines</li> <li>• Car Wash</li> </ul>	<p><b>Permission Must Be Granted By Executive Director for Finance and Operations</b></p> <ul style="list-style-type: none"> <li>• Fence/Baseball (painting) advertising</li> <li>• Contracts</li> <li>• Soft Drink Company</li> <li>• Scoreboard</li> <li>• Cold Drink Machines</li> </ul>

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