

619.00 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to establish the parameters for student fundraisers sponsored by the School District, a school, school staff, or student activity groups. This policy does not apply to non-school organizations that may choose to fundraise for the District, specific schools, programs, or activities.

II. GENERAL STATEMENT OF POLICY

The Board of Education recognizes that generating additional revenue in support of School District programs is often necessary and can enhance educational services for students. The Board of Education also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the public. Student fundraising activities must: be compatible with the best interests of students, staff, and community; not detract from curricular activities; and, comply with all federal and state laws governing the holding and use of funds raised.

III. DEFINITIONS

- A. "Curricular activities" are activities conducted by a school, school department, or class directly relating to the educational instruction, curriculum, and courses of study as prescribed by the Board of Education.
- B. "Co-curricular activities" are activities sponsored and directed by the school district and approved by the school district designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills.
- C. "Extra-curricular activities" are direct and personal services for pupils for their enjoyment that are managed and operated under the guidance of an adult or staff member. The board has charge of and control over all extracurricular activities.
- D. "Non-school organization" means any organization that is not under the management or control of the school. Such organizations include, but are not limited to, Parent Teacher Organizations (PTOs) and Booster Clubs.
- E. "Approved fund raising activity" shall mean a fund raising activity that is supervised by a Sponsor and approved by the appropriate school Principal or Site Administrator. It includes approved fund raising to support curricular, co-curricular, and extra-curricular activities. It does not include fund raising activities by parent groups, booster clubs, non-sanctioned student interest groups or activities, or other third parties.
- F. "Sponsor" shall mean the following person(s):

- a. The principal or site administrator for all-school curricular activities;
- b. The teacher or identified member of a team of teachers for classroom curricular activities;
- c. The coach or faculty advisor for the extra-curricular activity, co-curricular activity; and/or an adult person approved for this purpose by the Principal or site administrator for activities that lack a permanent coach or faculty advisor.

IV. GENERAL REQUIREMENTS FOR ALL FUNDRAISING

- A. All Sponsors, including teachers, student activity advisors, and coaches are responsible for following the appropriate financial accounting requirements for funds raised through curricular, co-curricular, and/or extra-curricular fundraising activities. The Sponsor is responsible for obtaining permission from the Principal or Site Administrator, instructing students regarding fundraising activity conduct, and reporting the results of the activity to the Principal or Site Administrator. The Sponsor is also responsible for informing the School District Business Office of the fundraising activity.
- B. The Superintendent may provide coordination of fundraising activities throughout the school district as deemed appropriate for the orderly operation of schools and meeting district academic guidelines.
- C. All Student fundraising must be for the benefit of a school-sponsored activity. Student fundraising may not inure to the benefit of an identifiable student or employee.
- D. Contracts for fundraising purposes must be executed by the Board of Education or under delegation of authority from the Board of Education.
- E. Participation in fundraising activities must be voluntary.
- F. No student will be denied the opportunity to participate fully in any school sponsored activity because the student or the student's family did not participate in student fundraising.
- G. Fundraising activities should primarily be done outside of school hours.
- H. Door-to-door fundraising activities shall be of a limited nature.
- I. Any fundraising activities permitted during the school day should be limited in number and must not be in conflict with federal or state regulations.
- J. Fundraising activities must be conducted in a manner that will not result in embarrassment or harassment of individual students, employees, the school or the District.
- K. All students participating in approved fundraising activities are expected to represent the School District, their school, and their community in a responsible manner. All district policies regarding student conduct and student discipline apply to fundraising activities.

- L. All employees who plan, supervise, coordinate, or participate in approved fundraising activities are expected to act in the best interests of the students and to represent the School District, school, and the community in a responsible manner.
- M. Participation in non-approved fundraising activities shall be considered a violation of district policy.

V. FUNDRAISING FOR CURRICULAR ACTIVITIES

- A. All-school fundraising for curricular activities must be sponsored by the School Principal or Site Administrator and approved by the appropriate Assistant Superintendent prior to commencement.
- B. Fundraising for curricular activities that do not involve the entire school shall be proposed to the Principal or Site Administrator by the teacher or teachers whose classes, student activity, or group will participate. The Principal or Site Administrator may approve or deny the proposal based on the following factors:
 - a. The scope of the fundraising project; including length of time, items sold, or method of solicitation;
 - b. The number of fundraising activities entered into by classes, groups or others that affect the school and its students during the school year; and
 - c. The appropriate nature of the fundraising activity given the age and understanding of the students involved.
- C. No fundraising activities may commence prior to approval.
- D. The sale or advertising of merchandise in the school buildings or upon the school grounds or as a school project for money-raising purposes may be limited by the Principal or Site Administrator as to number and time of year.

VI. FUNDRAISING FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

- A. Student groups may raise funds to support co-curricular and extra-curricular activities. These activities and projects should never be in conflict with the instructional program.
- B. Fundraising for co-curricular and/or extra-curricular activities must be requested by the coach, faculty advisor, or adult supervisor for the activity and forwarded to the Principal or Site Administrator.
- C. The Principal or Site Administrator shall approve or deny the proposal of any student group whether co-curricular or extra-curricular, including athletics, for any fundraising activity taking place on school grounds or in the school name using the same factors as for curricular fundraising.
- D. No fundraising activities may commence prior to approval.

VII. EXCEPTIONS

- A. School stores. Schools may operate school stores that offer for sale to students or employees simple school supplies and items emblematic of the school under the permission and supervision of the Principal or Site Administrator. Such stores shall not be considered a fundraising project under this Policy.
- B. Charitable Giving Campaigns. Principals may authorize charitable giving campaigns that solicit contributions from students in response to natural disasters or other charitable purposes so long as the campaign does not inure to the benefit of an identifiable student or employee. It is preferred that such charitable giving campaigns concentrate on non-monetary contributions, such as food, used or new toys and clothing. Monetary contributions should be limited to small-value coin collection. Prior parent notification is required for any charitable solicitation from students. Participation must be completely voluntary and not tied to any extrinsic reward system.
- C. Concessions. Concession sales connected to a student activity or student performance may be conducted with the permission and under the supervision of the Principal or Site Administrator.

VIII. RESPONSIBILITY

- A. This policy applies to all employees and students of the district.
- B. The Superintendent or designee may promulgate procedures for the implementation of this policy.
- C. The Principal or Site Administrator shall review fundraising requests with the Assistant Superintendent for input on the number of fundraisers to be conducted throughout the school year.
- D. The Principal or Site Administrator is responsible for reporting to the appropriate Assistant Superintendent of all fundraising activities approved on an annual basis, or as directed by the appropriate Assistant Superintendent.
- E. Assistant Superintendents are responsible to report to the Superintendent on fundraising activities conducted in the schools under their supervision.
- F. The Superintendent shall make fundraising information available to the Board of Education upon request of the Board.

LEGAL REFERENCES:

Minn.Stat. § 123B.34 to § 123B.36 (Minnesota Public School Fee Law)
Minn.Stat. § 123B.49 (Extracurricular Activities; Insurance)

CROSS REFERENCES:

SPPS Policy 422.00 (Solicitation of Staff)