District Fundraising Activities

District fundraising programs for students shall:

1. Promote K-12 education;
2. Provide educational experiences for students; and/or
3. Address local funding needs that support the educational mission of the District; and/or
4. Promote the effective, efficient, or safe management and operation of the District

Fundraising activities shall comply with District cash handling, purchasing, fixed asset, and gifts and donations policies.

Prohibited Activities

- Contracting with crowdsourcing sites to solicit cash donations from an online community such as: Snap! Raise, *GoFundMe*, etc. Cash donations made through third-party vendors that receive a portion of the donation as payment for services are prohibited.
- Although private individuals may use a crowdsourcing site and donate to the District, the individual may not use District assets, logos or resources when engaging in private crowdsourcing activities. In addition, District employees acting as private individuals shall not represent themselves as agents of the District nor engage in such activities during normal paid staff time.

Building administrators must review and approve fundraising applications in advance to make compliance determinations. Building administrators must also ensure each fundraiser is allowable and appropriate and is not interfering or competing with other operations of school programs/functions. Additional considerations include evaluating whether adequate planning will take place to ensure the fundraiser will likely be successful and will show a reasonable profit, and the frequency/timing of various fundraisers anticipated for the year.

A. Any fundraising program charging fees shall satisfy the following criteria:
    1. Fees for persons attending or participating in such programs shall only be charged when attendance or participation is optional, not mandatory;
    2. Students shall not be charged a fee to enroll in a curriculum-based activity that involves a District fundraising program; and
    3. A program shall not be created or continued that will require the allocation of District funds when program-specific resources are insufficient or exhausted.

B. Any fundraising program characterized as a "business enterprise" activity shall satisfy the following criteria:
    1. For these purposes, "business enterprise" shall be defined as any non-Associated Student Body (ASB) activity which sells goods or services for district related purposes on an ongoing basis;
    2. Such "business enterprises" shall sell products or services that are appropriate for the program's educational purposes and/or promote the effective, efficient, or safe management and operation of the district;
    3. Such enterprises shall not be created solely for commercial purposes;
    4. Such enterprises shall purchase inventory in accordance with applicable district policy and/or practices; and
    5. A business enterprise shall not be created or continued which will require the allocation of District funds when program-specific resources are insufficient or exhausted.

C. Any fundraising program using donated personal items or services for an auction, sale, and/or raffle shall satisfy the following criteria:
    1. Donated items or services must be free from health and/or safety hazards;
    2. Donated items or services must be given voluntarily by individuals or business; and

3. Appropriate solicitation on the part of students, parents, or appropriate district personnel is permissible, but actions of students and parents cannot bind the district to any contractual obligations.
4. Donations must comply with Policy 6114 and Procedure 6114P.

D. Any fundraising program that requires contracting with a third-party vendor or promoter shall satisfy the following criteria:
   1. The contract shall further K-12 education and/or promote the effective, efficient, or safe management and operation of the district; and
   2. The district shall enter into contracts consistent with Procedure 6210P: Purchasing and with appropriate authorization of the Superintendent (or the Superintendent's designee);
   3. Any monies or receipts collected through a third-party vendor must comply with district cash handling procedures as described in district procedure 6020P: System of Funds and Accounts.

E. Any fundraising program involving the production and/or sale of goods or services provided by an educational program, such as Evergreen Transition Program (ETP) and Career and Technical Education (CTE) shall satisfy the following criteria:
   1. Annually, the Superintendent (or Superintendent's designee) must authorize the sales of goods produced and/or services provided by the educational program.
   2. Each fundraiser must be accompanied by a fundraising application. The Building Administrator or Program Director/Supervisor must approve of the activity in advance to ensure compliance with this procedure.
   3. The proceeds for the sales shall be used to enhance or to expand the educational program (s), as determined by the superintendent (or the superintendent's designee);
   4. To the extent required, all goods produced, or services provided from an educational program or extension of a curricular activity shall be assigned to (or owned by) the district; and
   5. Individual compensation for the sale of goods produced and/or for the services provided shall not be permitted, except as authorized by the superintendent (or the superintendent's designee), in accordance with applicable laws, district procedures, and/or practice.

F. Any fundraising program selling surplus school personal property shall satisfy the following criteria:
   1. Such programs shall not violate applicable state law or District policy governing the sale, lease, or rental of surplus or obsolete school personal property;
   2. Such programs are permitted only as provided in RCW 28A.335.180
   3. Such programs follow District Policy 6881 and Procedure 6881P for the disposal of surplus property.

G. Fundraising activities to solicit NON-CASH items for support of classrooms through online websites such as Donors Choose. This includes donations of supplies, material or equipment are permissible under the following conditions:
   1. Annually, the Superintendent (or Superintendent's designee) must authorize the continued use of online fundraising sites to solicit non-cash donations.
   2. Each fundraiser must be accompanied by a fundraising application. The Building Administrator must approve of the activity in advance to ensure compliance with this procedure.
   3. All items are shipped directly to the school site or to the District's central warehouse;
   4. Supplies, materials, or equipment are consistent with District standards;
   5. Once donated, all supplies, materials, or equipment become the property of the District;
   6. All fixed assets (equipment) are barcoded and added to the sites inventory list.

H. Fundraising involving students must comply with Policy 3530 and Procedure 3530P.

I. Fundraising related to Contests, Advertising, and Promotions must comply with Policy 4237 and Procedure 4237P.

Date: 10.17, 08.22