

Title: Fundraising Campaigns or Activities

The Board of Directors allows school-based and charitable fundraising campaigns or activities for soliciting donated items that directly and positively support the overall educational experience for students in the Council Bluffs Community School District. A relevant need must be established before the fundraising activities begin. Proceeds from such activities shall support school-sponsored programs or community/charitable causes and be spent only for the purpose for which the fund drive was initiated.

Before initiating any fundraising activity or campaign, staff, student or parent groups must provide a written request to the building administrator. The request must describe the specific purpose for which any proceeds will be used and the specific fundraising method to be used. In determining whether to grant approval of a request for a fundraising activity, the building administrator will:

- consider whether there is a relevant need and the purpose for which funds will be raised,
- consider the benefits of the activity,
- consider the number of fundraising events occurring at any one time in an individual school, and
- consider the level of distraction or interference with the instructional program of the school.

In the conduct of any fundraising activity, the following guidelines shall be followed:

- any materials distributed about the fundraiser must include how the funds will be used,
- any funds collected will be handled in accordance with District policy 709 related to internal controls and other applicable policies regarding the handling of funds,
- no quotas may be set for contributions; any participation on the part of students, parents and staff shall be entirely voluntary with no punitive consequences for non-participation and without any pressure which compares contributions of one with another,
- the safety of students shall be observed at all times, and, in this respect, the District shall not permit door-to-door sales by students in grades K-8,
- ongoing activities must be approved annually,
- distribution of materials at the school buildings or online shall be managed by school staff or school-approved volunteers,
- any activities requiring a gambling license shall be processed through the District's

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Finance office,

- cash awards may not be given to students unless approved by the building administrator; however, U.S. Savings Bonds are permissible, and
- advance notice of online fundraising shall be provided to the Chief Financial Officer to ensure compliance with District procedures.

School-Based Fundraising Activities

School-based fundraising activities sponsored by staff, student or parent organizations must first be authorized by the building administrator for the purpose of maintaining school activities which are not financially self-supporting. The Chief Financial Officer shall be notified of the fundraising activity, including the fundraising method to be used. Funds raised by these groups for the District shall be kept as part of the accounts of the District, unless the parent group has been established legally as a separate 501c3 charitable entity or registered as a non-profit with the Internal Revenue Service or established legally as a separate nonprofit corporation under state law, in which case the organization shall adhere to the same accounting procedures/practices used by the District in order to ensure consistency of handling of funds.

Solicitation of Advertisements for School-Based Fundraising

Fundraising campaigns that involve soliciting businesses to purchase advertisements in school facilities shall be approved by the Superintendent. In reviewing the request, consideration will be given to the following:

- 1) Requests for projects will include the following information: rationale for the project, targeted businesses/individuals, timeline, the amount of funding needed defined, pricing amounts for participation and the time limit for the ad.
- 2) In the advertisement, there will be no reference to alcohol use, gambling, tobacco use and other activities or products which are illegal for students or inappropriate for a school. Any business a minor cannot enter shall not be allowed to advertise.
- 3) All monies collected will be spent on the specified project.

Charitable Fundraising Activities

Students and staff requesting approval to involve students in charitable fundraising activities must provide to the building administrator an event or program description, including

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the following information:

- a) School(s) to be involved,
- b) Grade level(s) or age(s) of students to be contacted,
- c) Date(s) and/or location of the activity,
- d) Cost, if any,
- e) Person(s) and contact information if questions arise and
- f) The organization/cause which the proceeds will benefit.

Once the fundraising activity is approved, the building administrator shall provide a copy of the program description to the Chief Financial Officer for the master file of charitable fundraising activities.

Board-Approved Fundraising Activities

The Board specifically authorizes two annual fund drives among employees and students:

- 1) the community fund drive sponsored by the Council Bluffs Schools Foundation, Inc., to support projects that directly benefit students and staff in the Council Bluffs Community School District and
- 2) the community fund drive organized by the United Way of the Midlands as a consolidation of the many fund drives by its participating agencies.

All fundraising activities should be clearly designated as District-sponsored and/or sponsored by an affiliated organization or other outside group in order to clearly establish responsibility and accountability for the activity. Except as above noted, students shall not be requested on, in or about school premises to participate in any fundraising activity or campaign for soliciting donated items for any purpose, nor may teachers permit such campaigns or drives within their classrooms.

Cross References:
404, 709, 911, 911.1, 527.4, 527.5, 527.6

Legal References:
Iowa Code Section 279.8

Approved: Jun. 18, 1991

Reviewed: February 25, 2002

Revised: July 24, 2007
March 27, 2012
May 10, 2016
July 25, 2023