

FUNDRAISING POLICY

The Board of Trustees recognizes that fundraising is an important component of community support that helps to enrich the educational program at every level; however, the Board of Trustees also recognizes that issues such as excessive solicitation of businesses and patrons, student safety, distractions and time commitments, and financial ethics can arise when fundraising activities are undertaken.

TYPES OF FUNDRAISING

Each year, Lyon County School District schools participate in a variety of fundraising activities, including:

ACTIVE – includes active promotion by the school and active involvement of students.

GROUP – all team or organization members participate and all funds raised are used for the mutual benefit of the team or organization members.

INDIVIDUAL – participation is optional for individual students and funds raised by the individual are used to pay that individual student's costs.

PASSIVE – initiated by outside entities that involve minimal supervision or participation (i.e. collecting box tops or proofs of purchase, book fairs, recycling, student pictures, and business partnerships).

SCHOOL SPONSORED – events or activities initiated, managed, or supervised by schools, teachers, staff, or administrators.

FUNDRAISING APPROVAL

All fundraising must have prior approval by the school principal and be documented using the School Sponsored Fundraising Approval form. The principal has absolute discretion to approve or deny any fundraising activity. Prior to giving approval, the principal or designee will review the following with the requester:

- 1) The purpose of the fundraising activity.
- 2) How the money will be collected, accounted for, and spent, including finance and auditing procedures.
- 3) Guidelines and directions that will be given to students regarding their participation.
- 4) Identifying potential risk concerns and incorporating mitigating measures, including student safety, transportation issues, and appropriate supervision.

ADMINISTRATIVE REGULATIONS FOR FUNDRAISING ACTIVITIES

All funds raised in school sponsored fundraising activities are public funds and are to be used for the benefit of students and school programs or activities. Administration, staff and other District employees responsible for the supervision of school sponsored fundraising activities shall ensure that District policies and guidelines for handling and depositing funds are strictly followed.

- 1) Fundraising activities shall not count as instructional time and are not allowed to interfere with classroom instruction.
- 2) Establish reasonable goals so that the activities do not put undue financial pressure on students or the community.
- 3) Programs or activities which provide wholesome recreational and/or educational opportunities for students are to be encouraged and emphasized.
- 4) Only fundraising activities that offer at least a 30% profit margin after all costs shall be allowed.
- 5) All funds raised by student organizations must be expended for the benefit of the students and for the purpose stated on the fundraising application.
- 6) Student participation in fundraising activities will be strictly voluntary and quotas will not be assigned. Under no circumstances will students' grades, academic standing, or participation in extracurricular or athletic activities be impacted by fundraising, although students or parents who choose not to participate in school- sponsored fundraising may be charged for their individual student's portion of the cost of the activities for which the funds are raised.
- 7) Door to door sales are prohibited for all students, unless accompanied by a parent or guardian.
- 8) With express pre-approval of the principal, District employees may receive reimbursement for expenses incurred while supervising school-sponsored activities.
- 9) All funds generated through fundraising activities must be turned in to the principal's secretary daily for deposit. The principal's secretary will verify the funds received and issue the cash receipt.
- 10) All funds should only be used for those items/services specifically noted on the School Sponsored Fundraising Form approved by the principal.

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- 11) Surplus or unused funds from fundraising activities must be used for other program expenses. Without a plan for how surplus funds will be used, funds will revert to the school's general student activity fund. In no case will surplus funds revert to students, parents or donors.

CHARITABLE FUNDRAISING

In addition to those listed above, the following additional regulations apply to charitable fundraising:

- 1) In addition to principal approval, the Superintendent or designee must approve in writing all fundraising to benefit non-school organizations, such as not-for-profit groups. In considering requests from schools or school-related groups to raise funds for non-school organizations, the Superintendent or designee will consider the following factors:
 - a. The organization and/or organizational cause for which the funds are to be raised. Although 501(c)(3) status is one indication of a worthy charitable cause, it is not required for an organization to be considered as a fundraising beneficiary.
 - b. The instructional value or learning benefits to the students involved in the fundraising.
 - c. The benefit to the community, especially the children and youth in the community.
 - d. The benefit to the youth of Nevada or the nation.
 - e. The amount of the funds anticipated to be raised.
 - f. The groups being solicited.
- 2) All fundraising for non-school organizations must include these visible or verbal notices:
 - a. "This [insert fundraising activity] does not directly benefit Lyon County School District or its students."
 - b. "Funds raised by this [insert fundraising activity] will be donated to [insert organization]."

ONLINE FUNDRAISING OR CROWDFUNDING

- 1) “Crowdfunding Service” means a web-based service used for the solicitation of goods, services, or money from a large number of people via the Internet.
- 2) All property and funds received as a result of online fundraising or solicitation via a crowdfunding service undertaken using association with Lyon County School District becomes the property of the District.
- 3) The District finance office will maintain a list of approved online fundraising or crowdfunding sites/organizations which meet all the necessary tax and finance laws. Employees of the District must use approved sites/organizations. Approved crowdfunding sites/organizations are listed below:
 - a. DonorsChoose.org

In addition to those listed above, the following regulations apply specifically to online fundraising or crowdfunding:

- b. Online fundraising or crowdfunding associated with Lyon County School District must only be undertaken by employees of the District.
- c. The principal of the school and the Superintendent or designee must approve all online fundraising activities prior to any employee posting any such fundraising solicitation.
- d. Employees must only use crowdfunding services that send the items or proceeds solicited by the employee directly to the school where he or she is employed.
- e. Any employee seeking to display or post a photograph of a Lyon County School District student in conjunction with a fundraising solicitation must first secure the written consent of the student’s parent.
- f. If an employee’s proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee’s proposal.
- g. If a solicitation is not fully funded within the time period required by the crowdfunding service, donations must be returned to the donor.
- h. If, for any reason, a solicitation cannot be concluded (for example, the employee no longer works at the original school), donations must be returned to the donor.
- i. Any solicitation must be for educational purposes only (for example, field trips, art supplies, science kits, books, etc.). The solicitation of personal items (for example, winter coats, nutritional snacks, etc.) must benefit students

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directly.

- j. Unless otherwise approved by the school principal in writing, all goods and proceeds solicited and received through any online solicitation becomes the property of the District, and not of the individual employee who solicited the items or funds. The employee is prohibited from taking any such items or funds to another school or location without the school principal's written approval.
- k. Any items purchased above the fixed asset threshold will receive a District fixed asset tag and will be added to the site fixed asset listing.

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