

## Fund-Raising

Fargo Public Schools is responsible for furnishing equipment and building needs for approved programs. Supplies, equipment, student travel and other resources and activities that enhance the instructional program but are beyond the scope of the budget may be furnished through fund-raising activities approved by the building principal. The fund-raising activities for individual schools will be reviewed periodically by the Superintendent to ensure that a balance of educational opportunity will be maintained throughout the district and to ensure that the activities are reasonable in terms of time and effort expected of students and staff and in terms of the amount of funds to be raised. No student shall be excluded from participation in the activities of classmates solely on the basis of an inability to raise sufficient funds.

Fund-raisers must comply with District policy and law. The District prohibits fund-raising that:

1. Diverts student and faculty interest and/or time from the instructional program.
2. Promotes competition to an extent that non-participants are harassed either overtly or subtly.
3. Offers an incentive for 100% participation thereby pressuring students who prefer not to participate.
4. Requires door-to-door solicitation by students.
5. Has as its primary intent the raising of money for outside groups or agencies, which is not consistent with Strategic Initiative #3 – Positive School Culture of the Fargo Public Schools Strategic Plan.
6. Is inconsistent with the school district's wellness policy (AP 3250).

Requests to participate in fund-raising activities will be evaluated in light of district instructional priorities and the potential benefit to students.

### *Fund-Raising Process*

Requests to initiate fund-raising activities must be sent to the building principal using the form on the employee portal under the Business Services Department. The request must include all pertinent information such as the nature of the activity, purpose, dates to be held, number of students involved, amount of monies projected to be raised and other agencies involved. The principal may reject or endorse the proposal based on criteria consistent with the proceeding Administrative Policy.

No fundraising project shall be initiated until prior approval has been received from the principal.

The principal shall ensure that accounting procedures and records clearly indicate revenues and expenditures for each fund-raising activity and that procedures are implemented for the safekeeping for monies. This shall be accomplished by using the school's Student Activities Fund-Raising Fund 61 as the accounting mechanism for recordkeeping. It is the principal's responsibility to ensure that the activities do not unduly infringe upon the education programs of the school and that they meet the criteria established in this policy.

This regulation does not apply to general admission to school sponsored activities such as athletic events, school dances or music and drama programs which are not for the express purpose of raising funds.

*Crowdfunding Process*

Crowdfunding is the practice of obtaining needed funding by soliciting from many people. Online crowdfunding is a useful and efficient tool for fundraising in support of district priorities. All fundraising activities, including online crowdfunding campaigns, must receive prior approval by the building principal using the form on the employee portal under the Business Services Department and be managed with the same spirit of transparency and accountability that is present in all District financial processes.

Items secured through crowdfunding campaigns become the sole property of Fargo Public Schools and must be inventoried and tracked as deemed appropriate. Employees and recognized student groups are to utilize crowdfunding websites that provide tangible goods as opposed to funds. Funds may never be deposited into personal bank accounts. Crowdfunding cannot be used for technology, furniture or equipment.

No crowdfunding project shall be initiated until prior approval has been received from the principal and Business Office.

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