

Procedure - Fundraising Activities Involving Students

Guidelines for student fundraising activities are as follows:

- A. Student participation must be voluntary;
- B. The fundraising activity must be such that it is not likely to create a poor public relations image;
- C. Fundraising activity efforts must not interfere with the educational program;
- D. Fundraising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB;
- E. Fundraising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made;
- F. Sponsorship of fundraising activities by schools' official parent groups, even where moneys realized will be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fundraising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fundraising;
 1. Booster club donations to individual sports must be made with the advice and approval of the Building Athletic Director using the Fundraising Activity Proposal (See 3530.1X). This is necessary to ensure equity among programs in keeping within the guidelines of Title IX and to protect the athletes from potential violations of WIAA regulations concerning amateur status. It is the responsibility of the school to ensure that equivalent benefits and services are provided to teams and team members of both sexes.
 2. In the event one sex receives benefits and services from a booster club that cannot be provided to athletes of the other sex, the school ultimately is responsible to take action that ensures equivalent benefits and services for both sexes. This means that the school district could require booster clubs to make equivalent donations of benefits and services to either sports team or could even refuse the clubs' initial donation.
 3. If a booster club wishes to make a contribution in excess of one thousand dollars (\$1,000) consideration for acceptance will be by the superintendent and/or designee. Gifts exceeding fifty thousand dollars (\$50,000) shall be subject to board approval (see OP 6114 – Gifts to the District).
- G. The following fundraising activities are approved:
 1. Sales of goods (candy, T-shirts, etc.), magazines, apples (if maintained in cold storage);
 2. Car washes, school supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners;
 3. Paper drives, bottle drives, etc. that do not interfere with the school day;

4. Carnivals when organized and supervised by the school and/or the recognized parent group;
 5. Skating and bowling parties provided there is adequate supervision and liability protection;
 6. Bandathons, bikeathons, and walk/jogathons provided that there are no more than one per building/entity during a school year;
 7. Basketball games if liability insurance for participants and facilities is included in the contract;
 8. Talent, variety, musical, and drama productions (after school hours); and
 9. Any major purpose fundraising activity that is not listed above must have the approval of the superintendent;
- H. Fundraising activities in excess of \$2500.00 must be submitted by the principal to the superintendent for approval. Application for approval must include:
1. The sponsoring group;
 2. The proposed activity;
 3. The manner in which the money is to be collected; and
 4. The purpose;
- I. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy; and
- J. Any outside group other than an official school-parent group must have central office approval before conducting fundraising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
1. Must work through established official parent organizations and not with or through student body organizations or the administration;
 2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fundraising should be referred to the appropriate parent organization, which will have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fundraising;
 3. Will not collect money in school buildings as part of fundraising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fundraising activity; and

May display a sign announcing a fundraising activity. Brochures explaining the program may be made available to students through the school office.

Adoption Date: **11/01**

Revised Dates: **01.19;**