

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to provide a philosophical framework regarding fundraising in the Lakeview Public Schools. In addition, the policy outlines protocol that must be followed in order to have fundraising initiatives approved prior to implementation. Finally, the policy enumerates procedures that must be followed regarding carrying out fundraising events.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. FUNDRAISING PROTOCOL

Individuals coordinating a fundraising activity must complete the Fundraising Request Form in order to gain administrative approval prior to the beginning the event. The approved protocol is outlined on the request form which elicits information about the event and what the funds raised will be used for. Coordinators of fundraising events must consider the impact that their fundraiser will have on local businesses and must consider what other funding sources could be garnered to accomplish the goal set for the fundraiser. The use of general solicitation letters seeking funding, without other clarifying activities, should be avoided.

IV. PROCEDURES

The fundraising activity must adhere to the following procedures:

1. Clearly state the purpose when carrying out the fundraiser.
2. Participants must identify who they represent.
3. Coach the participants regarding etiquette during the event.
4. Report the total amount raised to the administrative secretary at the close of the event.
5. Grades 6-12 students who go door to door should proceed in pairs.
6. Deposit the funds with the administrative secretary in the appropriate account.
7. Carefully edit printed materials being distributed through the fundraiser.
8. Ensure that PreK-5 students do not do door to door sales.

* District Fundraisers should also be in accordance to the district's wellness policy #533.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: Lakeview School District Policy 506 (Student Discipline)
Lakeview School District Policy 533 (Wellness Policy)