

## **Procedure - Fundraising Activities Involving Students**

The Building Principal will make final decisions regarding any and all fundraising activities.

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. Staff/Advisors/Coaches will not sign contracts with vendors. Contracts will be signed by the building principal.
- F. When items are issued to a student and signed for, the student becomes totally responsible for the items.
- G. Losses due to spoilage or other damage become student responsibility.
- H. If merchandise or money is not returned to reconcile an individual student record sheet, that student's indebtedness will be added to the school fine list.
- I. No cash prizes are to be distributed as awards for fund raising activities.

Guidelines for any outside group, including official school-parent group, fundraising activities are as follows:

- A. Outside groups must have building principal approval before conducting fund raising activities within a school or schools.
- B. 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;
- C. Outside groups, such as booster clubs, must be in compliance with Title IX or state nondiscrimination laws, i.e. athletic fundraising and donations, do not result in disparities that favor one sex over another. If such a practice occurs, the school district must correct the imbalance by using its own funds. At the end of each fiscal year, a report of revenues and expenditures will be provided to the Building Principal, Activities Director and Superintendent for the purpose of determining, and correcting when needed, if all Title IX and state nondiscrimination laws are followed.
- D. Outside groups may not use the school team name, club name, nor should they suggest school representation verbally nor wear a school uniform during personal or private fundraising. (WAC 391-138-015)
- E. Outside groups shall not collect money in school buildings as part of fund raising 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 fund raising activity.

- 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;
- G. No cash prizes are to be distributed as awards for fund raising activities.
- H. Outside groups conducting raffles must abide by the Washington State Gambling Commission rules and regulations
- I. The following fundraising activities are approved:
  - a. Sales of goods (candy, T-shirts, etc.), magazines, apples (if maintained in cold storage);
  - b. Car washes, school supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners;
  - c. Paper drives, bottle drives, etc. that do not interfere with the school day;
  - d. Carnivals when organized and supervised by the school and/or the recognized parent group;
  - e. Skating and bowling parties provided there is adequate supervision and liability protection;
  - f. Band-a-thons, bike-a-thons, and walk-a-thons
  - g. Basketball games if liability insurance for participants and facilities is included in the contract;
  - h. Talent, variety, musical, and drama productions (after school hours); and
  - i. Any major purpose fundraising activity that is not listed above must have the approval of the superintendent;
- J. Fundraising activities in excess of \$5000 must be submitted by the principal to the superintendent for approval. Application for approval must include:
  - a. The sponsoring group;
  - b. The proposed activity;
  - c. The manner in which the money is to be collected; and
  - d. The purpose;
- K. 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
- L. 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:
  - a. Must work through established official parent organizations and not with or through student body organizations or the administration;
  - b. 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
  - c. 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
  - d. May display a sign announcing a fundraising activity. Brochures explaining the program may be made available to students through the school office.

Guidelines for student fundraising activities for charitable purposes are as follows:

- A. Charitable fundraising can be defined as an official, organized effort by student groups to raise money for donation to a specific group, individual or cause.
- B. Each charitable fundraiser must be pre-approved by the building principal.
  - a. Approval of the type of activity must be documented on the Fundraiser Request form.
  - b. The intended beneficiary must be identified on the Fundraiser Request form at the time of approval.
- C. The building principal will take reasonable steps to ensure that the proposed beneficiary is a legitimate charitable organization or cause. The fundraiser must follow all district guidelines for fundraising.
  - a. Money, inventory and assets must be secured.
  - b. Appropriate record keeping forms must be used to document details of the event.
  - c. Money must be deposited according to district guidelines.
  - d. A fundraiser reconciliation must be completed at the end of the event.
- D. Charitable fundraising is a private activity and district funds cannot be used to offset, front-fund or pre-pay expenses.
  - a. All expenses, including startup costs, must be paid from the proceeds of the fundraiser or by donation.
  - b. The district shall withhold an amount (or otherwise be compensated) for the direct cost of its services when appropriate.
- E. Supporters and prospective customers of the fundraiser must be notified of the intended use of the proceeds, and informed that the proceeds are not ASB funds.
  - a. Notification can be on a sign, posted in plain view of where money is exchanged; on preprinted cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts.
- F. Money will be deposited to the General Fund and held in a 6000 series trust account. A unique, site-defined code should be used for each event.
- G. Payment of the donation should be processed by payment voucher after the completion of the fundraiser.
  - a. A copy of the receipts or deposit should be attached to the warrant request as backup documentation and sent to the District Office.
  - b. The payment voucher may not exceed the amount indicated on the backup documents.

Guidelines for student fundraising activities for the purpose of district programs are as follows:

- A. District fund raising programs for students will: 1) promote K-12 education, (2) provide educational experiences for all students; and/or (3) address local funding obligations that support the educational mission of the district and/or promote the effective, efficient, or safe management and operation of the district. The purpose of such programs will be consistent with the policies and programs of the district. District fund raising programs will not conflict with any applicable law and/or state or federal constitutional provisions.
- B. Proposals for district fundraising programs will be reviewed and approved in advance by the superintendent (or designee) to ensure compliance with the following procedures:
  - 1. Any fundraising program charging fees will satisfy the following criteria:

- a. Fees for persons attending or participating in such programs will only be charged when attendance or participation is optional, not mandatory;
  - b. A program will not be created that will require the allocation of district funds when program-specific resources are exhausted.
2. Any fundraising program characterized as a "business enterprise" activity will satisfy the following criteria:
  - a. For these purposes, "business enterprise" is defined as a non-Associated Student Body that sells goods and services for district-related purposes on an ongoing basis;
  - b. Such "business enterprise" will further K-12 educational experiences for all students and address local funding obligations that support the educational mission of the district and/or promote the effective, efficient, or safe management and operation of the district.
  - c. Will sell products or services that are appropriate for the program's educational purposes and/or promote the effective, efficient, or safe management and operation of the district; and
  - d. Will not insert itself into a separate market solely for commercial purposes.
  - e. Such business enterprises will purchase inventory in accordance with applicable district policy and/or practices; and
  - f. A business enterprise program will not be created that will require the allocation of district funds when program-specific resources are exhausted.
3. Any fund raising program using donated personal items or services for an auction and/or raffle will satisfy the following criteria:
  - a. Donated items or services must be free from health and/or safety hazards; and
  - b. Donated items or services must be given voluntarily by individuals or corporations, notwithstanding solicitation on the part of students, parents, or appropriate district personnel.
4. Any fundraising program that requires contracting with a third-party vendor will satisfy the following criteria:
  - a. The contract will further the educational experiences of all students and/or promote the effective, efficient, or safe management and operation of the district; and
  - b. The district will enter into contracts only upon the authorization of the building principal.
5. Any fundraising program involving the production and/or sale of goods or services, such as vocational education program, will satisfy the following criteria:
  - a. The building principal must authorize the sale of any goods produced and/or any services provided by the education program;
  - b. The proceeds from the sales will be used to enhance or to expand the educational program, as determined by the building principal;
  - c. To the extent required, all goods produced or services provided from an educational program will be assigned to the district; and
  - d. Individual compensation for the sale of goods produced or for the services provided will not be permitted, except as authorized by the building principal, in accordance with applicable laws, district procedures, and/or practice.
6. Any fundraising program selling surplus school personal property will satisfy the following criteria:
  - a. Such programs will not violate applicable state law or school policy governing the sale, lease, or rental of surplus and obsolete school personal property; and
  - b. Such programs follow the district's policy for the disposal of surplus property.

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Okanogan School District  
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