

Student Fundraising Activities

Section A - Introduction

Student fundraising activities are permissible where such activities align with the directives prescribed within this policy and comport with 105 ILCS 5/10-20.19(3) and other applicable laws and regulations.

Section B - Request to Involve Students in Fundraising Activities

All student fundraising activities must be coordinated and sponsored by an employee. Prior to announcing or commencing any fundraising activity, the employee coordinating the fundraiser must take the following steps.

1. A request for fundraising activities shall be completed and submitted to the Assistant Principal of Athletics or Student Activities. Applications shall include the following information:
 - a. Purpose of the fundraiser;
 - b. Type of fundraiser (e.g., sale of goods, collection of pledges);
 - c. Supporting vendor(s);
 - d. Timeline;
 - e. Expectations of students;
 - f. Incentives given to students for participating in the fundraiser;
 - g. How funds from the fundraiser will be collected (e.g., online through a company, by students collecting funds and submitting an envelope to the bookstore); and
 - h. How funds will be utilized.
2. If the fundraiser is being coordinated outside the purview of the student activities office, the employee coordinating the fundraiser should meet with the Assistant Principal of Student Activities to confirm that conducting the fundraiser will not conflict with other previously scheduled fundraisers.
3. Upon review and approval of the Assistant Principal of Athletics or Student Activities, a summary of the fundraiser shall be prepared along with any agreements that are required from the supporting vendor. This information should be presented for approval to the Associate Principal of Operations and Student Experiences. Should the Assistant Principal of Athletics or Student Activities deny a fundraiser, their decision is final.
4. The Associate Principal of Operations and Student Experiences will determine if any agreements require further review by the Chief School Business Official or designee. The Associate Principal will also:
 - a. Ensure that any funds collected are remitted to an approved online processor and/or submitted by the student to the bookstore;
 - b. Work with the relevant Assistant Principal to request a cash box, if needed for the activity, from the Business Services Department; and Maintain a roster of all approved fundraisers for the school.
5. Following the completion of these steps, the fundraiser may commence.

Section C - Conditions of Fundraisers

The following conditions apply to all approved fundraisers:

1. All Board Policies and state, federal, and local laws must be followed.
2. Fundraising efforts shall not conflict with instructional activities or the operation of the school.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount, and door-to-door solicitations should be discouraged.

5. For student organizations, an employee must supervise the fundraising activities, and the Student Activity Funds Treasurer as defined in Board Policy 4:90 must safeguard the financial accounts.
6. An organization's fundraising efforts must be to support the organization's purposes or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. Any funds collected must be deposited in accordance with Board Policies 4:30 and 4:90 and procedures established by the Chief School Business Official or designee.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
 - a. Develop viewpoint-neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval by the Principal or designee, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

Adopted: October 28, 2024