

Procedures for policy 511 – Student fundraising

PROCEDURES

- A. Requests for all fundraising activities, including the purpose for the funds, must be submitted to the Principal or site administrator for approval prior to submission to the Superintendent.
- B. Factors used in the decision to approve or deny the request include:
 - 1. Age-appropriateness of the method as well as the product
 - 2. Staff and student time required
 - 3. Impact on class instructional time
 - 4. Impact on the community
 - 5. Saturation of the market
 - 6. Relationship of the fundraiser to school and/or District goals
 - 7. Recognition of voluntary contributions
 - 8. Percentage of the net profit of the fundraising vendor compared to the net profit of the individual school, site, club or organization
 - 9. Overall impact on the students
- C. Students cannot be compelled to buy, use, or participate in a fundraising activity.
- D. Fundraising activities during the school day should be limited in number and may not conflict with the regulations related to food service programs.
- E. Community solicitations or door-to-door sales will be limited.
- F. Door-to-door sales will not be conducted by elementary students in grades K-5.
- G. All individuals involved in door-to-door fundraising projects will, for identification information purposes, carry a letter or card of endorsement from the school while engaged in the actual selling activity.
- H. The net profit of the fundraising company will be made available by request to parents, guardians, or community members.

III. DEFINITIONS

- A. The term “fundraising” encompasses activities which are designed to raise funds to support the educational program or raise funds for outside organizations that have an educational benefit which meet one of the following criteria:
 - 1. Involves a student group

2. Involves a community group and takes place during the school day or utilizes school facilities or equipment

3. Involves District personnel

B. Elementary fundraisers are defined as fundraisers involving the K-5 educational program.

C. Secondary fundraisers are defined as involving the 6-12 educational program.

IV. RESPONSIBILITY

D. All revenue generated by the fundraiser must be deposited in a school activity account with all disbursements made from this account.

E. Community groups conducting raffles, drawings, etc. must be licensed and adhere to all regulations and timelines established by the Minnesota Gambling Control Board.

F. Control and direction of any fundraising project shall rest with the Principal or student advisor and not be granted to any vendor. All student, staff, and school-sponsored groups convened or authorized to raise funds will submit a plan to the Principal or site administrator indicating the amount of money needed and the activities and dates planned for raising the stipulated funds. A completed fundraising summary form, signed by the Principal or site administrator, is to be submitted to the Superintendent by the 15th of each month to be included on a School Board agenda. A report of the total amount earned by each event shall be submitted to the Superintendent for inclusion in the School Board report.

G. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

H. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

VI. USE OF DISTRICT NAME

Use of the specific name of the Columbia Heights School District ISD 13 by an unapproved fundraising activity is prohibited.