

STUDENT FUNDRAISING

RATIONALE

The Indian River Board of Education recognizes the desire for student and parent organizations to raise funds to supplement basic programs provided by the district. The Board further recognizes the programs supported by these fund raising activities promote increased involvement and association with the school by students and parents. The Board of Education is appreciative of the work accomplished by parent, booster, staff, and student organizations.

GROUPS AFFECTED

This policy governs all organizations either under the direct jurisdiction of the Board of Education or affiliated with the district or district schools. Any deviation from this policy must go through the building principal and must be approved by the Board of Education.

1. **STUDENT ORGANIZATION:** any student group under the direct supervision of a building principal or other designated member of the district staff.
2. **AFFILIATED ORGANIZATION:** any parent, booster, or other group not subject to the direct authority of the principal or Board of Education.

GENERAL GUIDELINES

1. Monies raised by fund raising activities shall be for the benefit of students and/or the school.
2. Activities or other expenditures that require the raising of funds shall be appropriate to the needs of the school or the needs of the students that will benefit.
3. All fund raising will be scheduled and regulated by the principal.
4. All accounts shall have one co-signer who is not a district employee.
5. No product, materials, or publications will be sold or distributed by anyone to students during school hours without prior approval of the building principal.
6. Any fundraising activities conducted by a booster organization held off school premises, shall not include the advertisement of alcohol or tobacco sales or availability as enticement to participate in the event. At no time shall tickets, posters, or any promotional materials for district-related fundraisers include the advertisement of alcohol or tobacco. Furthermore, at no time shall an organization acquire a temporary liquor license in the name of the school or the district.

7. Any fund raising activities which could be construed as gambling (such as raffles and lotteries) must also adhere to existing legal requirements and may not be advertised in school nor involve students.
8. Any equipment or uniform purchase must have prior building administrative approval and must adhere to policy IGDJ-“ Band and Interscholastic Athletic Uniforms”.
9. Any equipment and uniforms purchased shall be donated to the school and become district (school) property.
10. Fundraising to hire personnel or provide stipends to staff is not permitted.
11. Fundraising that benefits organizations other than student or affiliate groups is not permitted without the permission of the superintendent.
12. Student and affiliate organizations are required to develop annual budgets, plan and request approval for fund raising activities early so they can be properly scheduled.
13. Incentive programs or events resulting from school wide fundraising programs must be approved by the superintendent or designee. No more than one such event shall be held during the school year. All students should be involved in some way. Loss of instructional time will not be more than one hour.
14. Groups and organizations who elect to serve/sell food at sporting events, family nights, fundraising events, etc., conducted on school grounds must obtain a DE Temporary Food Establishment Permit (TFE). The application must be submitted to DHSS at least 10 days prior to the event. The application can be obtained by contacting building administration, the Supervisor of Nutrition Services, or visiting <https://dhss.delaware.gov/dph/hsp/files/tfeapplic.pdf>.
15. All fundraising requests must adhere to Policy KG, Community Use of Facilities.

SPECIFIC PROCEDURES

1. The funds of student organizations shall be placed in internal accounts which are regulated by the building principal and comply with district guidelines.
2. Affiliated organizations must register with the building principal prior to any solicitation for funds using the school name.
3. The principal or his designee should orient the sponsors of student organizations and appropriate officers of affiliated organizations to these guidelines annually.
4. All fund raising requests must be submitted using appropriate forms and must be approved by the principal prior to submission to the Superintendent.

5. Fund raising requests must identify items for which the funds will be used.
6. Solicitation by adults on behalf of students is permitted.
7. Student solicitation of relatives and other adults familiar to students is permitted.
8. Door-to-door neighborhood solicitation is not permitted.
9. Student organization solicitation of businesses is permitted at the high school level.

Adopted 12/18/89

Revised 9/25/90, 11/22/94, 7/22/08, 5/19/15, 8/24/20, 10/25/21, 12/9/24