

# PIPER USD 203

3130 N. 122nd St. | Kansas City, KS 66109

p. 913.721.2088 | f. 913.721.3573 | [www.piperschools.com](http://www.piperschools.com)



## **Student Fundraising (BOE Policy JHA)**

### **I. PURPOSE**

The purpose of this policy is to proactively and effectively guide school fundraising efforts, while ensuring student safety and well-being.

### **II. GENERAL STATEMENT OF POLICY**

- A. The Piper Board of Education recognizes a desire and a need for ongoing fundraising support.
- B. The Board of Education also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the community.
- C. The Board of Education has the responsibility to monitor fundraising activities associated with official school programs and activities.
- D. All fundraising and charitable giving donations for student organizations must have prior approval. District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building administration.

### **III. DEFINITIONS**

- A. Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and students.
- B. Student organizations are groups that are sponsored by the District and approved by the Piper Board of Education. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Student organizations are directed or supervised by Piper School District employees.
- C. Outside organizations are non-District funded groups such as the Piper Education Foundation, parent/teacher/student organizations, booster groups, and commercial enterprises that provide supplementary services to existing school entities. Outside organizations are separate and apart from the District. Decisions on fundraising activities and the expenditure of fundraised dollars by outside organizations are encouraged to consult with school administration.

#### **IV. TYPES OF FUNDRAISING**

For the purposes of this policy, fundraising activities are grouped under the following categories:

##### **A. Student organizations**

- a. Student activities under the direction and regulation of the Kansas High School Activities Association, including athletics, speech, drama, and music contests.
- b. Student activities which include the sale of admission tickets to the general public and/or which are integrated into the curriculum (e.g., annual musical, fall play, concerts, etc.).
- c. Intramural athletics, banquets, individual clubs, language (Spanish club), music clubs, national honor society, student concessions, student council, and yearbook.

##### **B. Charitable Giving Campaigns**

- a. A campaign conducted for the purpose of providing money for a charitable cause not directly related to any District goal. Campaign activities might include selling a product, organized physical participation (e.g., walk-a-thon), labor service (e.g., car wash) or monetary donation.

#### **V. GUIDELINES FOR THE APPROVAL OF FUNDRAISING ACTIVITIES**

The administration will consider fundraising proposals and approve or disapprove fundraising activities. Administration approval of fundraising activities must be based on the following guidelines:

- A. Student safety must be promoted.
- B. Participation in fundraising activities is voluntary.
- C. Parent/guardian must be notified prior to student participation in fundraising activities.
- D. Group (class or grade) incentives are the preferred means to motivate and reward students.
- E. No door-to-door sales.
- F. Fund raising activities during the school day will be limited and must not conflict with state laws and regulations relating to food service programs and meet USDA Smart Snacks in School nutrition standards unless an exemption is approved by the building principal. Availability of any food or beverage sold as part of a fundraising activity will be restricted until at least thirty (30) minutes after the last lunch period. Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

- g. District funds cannot be used to offset, front-fund, or pre-pay expenses for any fundraising and/or charitable giving campaigns.
- h. Ticket sales for school activities, journalism advertising solicitations, and requests to use props and furniture for school plays/musicals are exempt from the provisions of this policy.
- i. For fundraising activities conducted online or through social media platforms, the following directives should be followed:
  - a. All digital fundraising campaigns must be approved through the same process as traditional fundraising activities
  - b. Official school or district social media accounts should be used for digital fundraising efforts. Staff or students' personal accounts should only repost promotions that originate from school or district social media accounts.
  - c. Online donation platforms or crowdfunding sites must be pre-approved by the district administration to ensure compliance with district policies and security standards.
  - d. All digital communications related to fundraising must adhere to the district's acceptable use and social media policies.
  - e. Privacy and data protection measures must be in place to safeguard donor information and student data.
  - f. Regular monitoring and reporting of online fundraising activities are required to ensure transparency and accountability.
- j. The District expects all students who participate in approved fundraising activities to represent the school, the student organization, and the District in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- k. All fundraising monies will follow and comply with accepted accounting procedures. Records should be accessible for review by the administration or bookkeeper at any time. All funds collected should be documented and expenses should be tracked to provide a clear accounting of funds raised and spent. Secure methods of collecting and handling funds include collecting checks, payments in Rev Track in Skyward, and Clover credit card payments. **No cash can be accepted and neither checks or Venmo payments can be made out to an activity sponsor and/or students.**
- l. Upon the conclusion of the fundraising activity, the Financial Summary portion of the **REQUEST FOR FUNDRAISING ACTIVITY** form must be completed and submitted to the building principal and superintendent no later than 10 business days following the end of the fundraising activity.
- m. All funds must be deposited no later than 10 business days following the end of the fundraising activity.

- n. All fundraising activities must comply with state law. Games involving gambling are prohibited; however, raffles are permitted.
- o. Student organization fundraising and charitable giving campaigns must be developed in advance of the fundraising activity and submit a written application be approved by the building administration and superintendent or designee at least two weeks prior to the beginning date of the project for approval or disapproval. Refer to **REQUEST FOR FUNDRAISING ACTIVITY** form.
- p. The purpose of the funds should be clearly defined; funds should be used for activities, equipment, travel expenses or other legitimate needs of the student organization.
- q. In the event that the purpose of the fundraising project is to take an extended field trip (out-of-state), then the provisions of the District Field Trip Policy shall apply, and the applications will be submitted in accordance with **Policy IFCB**.
- r. Fund-raisers that rely on third party companies who are paid or receive a percentage of fund-raising proceeds, such as companies providing product sales, event planning or auction management, must enter into a written agreement with the school or school organization clarifying services and payment, and must contact people of at least three nonprofit or public organizations with whom they have done business. The school or school organization should follow up with these people as references before entering into any agreement with a third-party fund-raising company. Any contracts must be signed by the superintendent or their designee.
- s. No alcohol or tobacco can be involved in an event sponsored by a Piper School District affiliated team or group.
- t. The Board of Education prohibits the use of school or District letterhead for the purpose of student fundraising or the solicitation of monetary donations by any school-sponsored organization. Approved student fundraising activities may be included on school webpages and District associated social media venues with permission from the building principal.
- u. Conflicts of interest in fundraising activities should be avoided. Ensure that decisions are made in the best interest of the activity and not for personal gain.
- v. Fundraising events should be coordinated by the school administration to avoid scheduling conflicts with other school events or fundraisers to prevent overburdening the community and promote successful participation in all fundraising activities.

# REQUEST FOR FUND RAISING ACTIVITY

**Request MUST be submitted and approved by the Building Principal and Superintendent/Designee at least 2 (two) weeks prior to the beginning of the activity.**

School \_\_\_\_\_

Date of request \_\_\_\_\_

Organization \_\_\_\_\_

Sponsor \_\_\_\_\_

Please describe, in detail, your proposed fundraising activity. Include the specific purpose for which the money is being raised.

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Beginning Activity Date \_\_\_\_\_

Ending Activity Date \_\_\_\_\_

Anticipated Revenue \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_

Student Club President's Signature (if applicable) \_\_\_\_\_

BUILDING PRINCIPAL'S COMMENTS:

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\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
BUILDING PRINCIPAL'S SIGNATURE

SUPERINTENDENT/DESIGNEE'S COMMENTS:

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\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
DISTRICT ADMINISTRATOR'S SIGNATURE

## FINANCIAL SUMMARY

**Must be completed with a deposit no later than 5 (five) business days following the end of the fundraising activity**

Amount of Income: \_\_\_\_\_

\*Deposit to school activity account

Amount of Expenses: \_\_\_\_\_

\*Expense reimbursements must be submitted in writing and include receipts

Profit from Project \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_

Building Principal's Signature \_\_\_\_\_