

## FUNDRAISING PROCEDURES

### Student Fundraising

#### Sale of Products:

Fundraising projects involving the sale of products must have prior approval of a Supervisor and the Business Director. If the fundraiser involves food or beverages, prior approval from the Food Service Director is also required.

1. All fundraising activities will comply with all federal, state and local gaming laws.
2. Fundraising activities will not interfere with the school's nutrition program or wellness policy.

### Sales and Solicitations by Students

Students in grades K-5 are prohibited from participating in fundraising activities involving door-to-door solicitations. This prohibition includes school-sponsored activities and activities of school-related organizations in which students sell items, solicit contributions or pledges, or take orders.

1. Because the school district's first responsibility is the educational development of each student, no fundraising contests or activities will be held which interfere with the instructional program.

#### Student Activity Accounts

Fundraising activity that uses students as the primary source of raising revenue will result in the funds being deposited and accounted in the student activity account.

Student activity accounts are accounts that are not directly under Board control. These accounts contain funds that are raised by students through some type of fundraising. All expenses must directly benefit the students who raised the money. All expenses should be approved by a student treasurer/advisor when appropriate, in addition to approvals by other designated staff.

Examples of **appropriate** expenditures, not under Board control include:

- Supplies and materials, food, entertainment, transportation, lodging, t-shirts, travel expenditures, admission fees, student rewards, and donations.

Examples of **inappropriate** expenditures not under Board control include:

- Office supplies, employee compensation, staff gifts or awards, textbooks, office or school furniture, faculty meetings or faculty events, and library books.

The above list does not contain every situation. The benefits of fundraising by students must directly benefit all the students who raised the money.

Student activity accounts are also governed by state and federal laws and regulations that take precedence over any local policies or procedures.

## **Charitable and Civic**

Participation by students in charitable and civic activities is considered a desirable part of their total education. The school board reserves the right to regulate such activity in accordance with the following guidelines:

1. Unless the school board or their designee gives express approval, no activity requiring students, teachers, and administrators to assist in promoting campaigns or soliciting funds shall be permitted on school grounds.
2. The Superintendent of Schools or his designee may prohibit solicitation from or by children or other persons in the school district for national, state, or city-wide sponsored projects.

## **Booster Clubs / Parent Teacher Organizations**

The school board recognizes that citizens, students, school personnel, other persons and organizations may wish to express support for a particular school or program by conducting fundraising drives. The school board respects such expressions of concern and support. It also requires that such fundraising projects be conducted so that they do not interfere with educational objects or community standards.

1. Booster Clubs, PTO's fundraising and fiscal accounting are NOT subject to School Policy, UFARS or School Financing accounting statutes, providing:
  - a. The fundraising DOES NOT include student participation.
  - b. No school employee is involved in the fundraising, directing of expenditure or accountable for the record keeping.
  - c. Fundraising taking place on school property will follow the Community Use of School Facility policy.
2. A Booster Club/PTO is a clearly identified organization providing they are a nonprofit corporation and have their own IRS number. Said nonprofit corporation is therefore subject to IRS filing and following of corporation state statutes. The school district does not administer or audit said nonprofit corporation's fiscal accountability. Any Booster Club/PTO not incorporated will not be allowed to conduct a fundraising activity on school property.
3. Monies generated by the Booster Club/PTO when given to the school for field trips, equipment, uniforms, workshops, transportation expense, etc. can only be accepted through Policy 706 "Acceptance of Gifts". No action (gift acceptance) may be taken by students/teachers/coaches or advisors/principals prior to school board approval.

## **Application Procedure**

1. A person, group or organization requesting permission to conduct a fundraising activity will obtain a Fundraising Request Form 511A.
2. Complete the Fundraising Request Form and return it to the Supervisor(s) (the Building Principal, Activities Director, Community Education Office, Food Service Director, etc.) by mail, email, fax, or in person.
3. Administration will review the form and complete the approval section.
4. The fundraising request will be reviewed to:
  - a. Determine if the request is sponsored by Booster Club, PTO, Charitable, Civic or School District.
  - b. Determine if there is a well-defined need for funds being raised and that need is presented in the written request.
  - c. Review the revenue and expenses of the activity.
5. When these criteria have been determined, a confirmation will be prepared. Copies will be sent to the Applicant and Director of Business Services.
6. If the request is to be denied, the requester needs to be informed with reason(s). He/She may appeal by calling, writing or meeting with the Supervisor. If Administration upholds the decision, the requester can appeal to the Business Director who will review the request and make a final decision.