511.1 FUND RAISING BY SCHOOL ORGANIZATIONS

I. PURPOSE

The purpose of this policy is to outline the conditions under which clubs and organizations may be allowed to raise funds to accomplish their objectives consistent with the Mission Statement of the Foley Public Schools.

II. GENERAL STATEMENT OF POLICY

A. All fund raising must comply with School Board Policy and Minnesota State Law.

B. There must be a clearly stated purpose as to why the club/organization wants to raise money.

C. All fund raising projects must be approved by the building principal or his/her designee before the fund raising activity begins.

D. All clubs and organizations' advisors are to be responsible for following accounting rules and guidelines for fund raising and expense accounting.

E. The club/organization must determine the means by which it intends to raise money.

F. The club/organizations' sales must not compete with the food service program.

G. The principals shall maintain a yearly calendar of fund raising activities and make an annual report to the School Board regarding such calendar.

H. All contractual agreements with independent business organization must be approved by the School Board and all proceeds are to be deposited with the District and expenses paid by School Board approval.

I. Net profits from contracts raised by student-directed clubs and organizations shall be transferred by the School Board to that club/organization's activity account by the end of the fiscal year.

j. No student club or extracurricular or curricular activity shall be allowed to have a separate checking account.

k. Should the student directed club or organization cease to exist without having directed any remaining funds to a specific legal purpose, those funds fall under the control of the School Board.

III. DEFINITIONS

A. Student activity accounts are school district accounts under the control of extracurricular student-directed clubs. A student club with an activity account must meet statutory requirements, meet the requirements of this and other applicable District policies, and be organized at the approval of the building Principal.

B. Co-curricular accounts support school sponsored and directed activities designed to provide opportunities for pupils to participate in such opportunities on an individual basis or in groups, at school and at public events for improvement of skills. The coach or advisor of the activity is

responsible for supervising the organization's activities under the general supervision of the appropriate administrator. Co-curricular accounts are school district accounts under the control of the School Board.

C. Curricular accounts support activities of the academic curriculum of the school district. The teacher of the curriculum or course is responsible for supervising the account under the general supervision of the building principal. Curricular accounts are school district accounts under the control of the School Board.

D. Contractual agreements with independent businesses are agreements for goods and/or services to be delivered in the future. All such contractual agreements must be approved by the School Board. All funds raised by such contractual agreements are under the control of the School Board.

IV. STUDENT-DIRECTED EXTRACURRICULAR CLUS/ORGANIZATIONS AND ACTIVITY ACCOUNTS

A. Student-directed extracurricular clubs and organizations are established to allow students with similar interest and ideas a chance to become involved in those pursuits that fall within the scope of educational purposes.

B. Class activities are established by graduation year. They function as a means of communications for students between the administration and faculty concerning activities that lead up to graduation. These organizations function in the same manner as student-directed extracurricular clubs and may raise money for approved class projects and activities.

C. Students may organize and participate in extracurricular student-directed clubs and organizations.

D. Membership in student-directed extracurricular clubs and organizations must be open to all students in a non-discriminatory manner.

E. Each student-directed extracurricular club and organization shall have an advisor or monitor who ensures that the school policies are not violated.

F. Non-school persons, that is, persons who are neither students nor employees of the Foley Public Schools, shall not direct, control, conduct, or regularly attend the meetings or activities of student-directed extracurricular clubs and organizations.

G. Activities of student-directed extracurricular clubs and organizations shall take place during non-instructional time with the following exceptions: FHS Student Council, Honor Society, FIS Student Council, FIS Memory Book, and FFA. Principals may approve activities of other student-directed extracurricular clubs and organizations on a case by case basis.

H. Meetings of student-directed extracurricular clubs and organizations shall take place during non-instructional time with the following exceptions: FIS Student Council, FIS Memory Book and FFA. Principals may approve meetings of other student-directed extracurricular clubs and organizations on a case by case basis.

I. The school district shall not expend public funds to the student-directed extracurricular clubs and organizations beyond the incidental cost of providing the space for meeting or for wages as school board designated.

J. Student-directed extracurricular clubs and organizations are expressly prohibited from the following: interfering with the orderly conduct of the educational purpose and activities of the school; promoting, encouraging or sanctioning activities that are unlawful; abridging the

constitutional rights of any person; or compelling a school agent or employee to attend a meeting that is contrary to the beliefs of that agent or employee.

1. The school principal retains the right to prohibit activities and meetings and to disband student-directed extracurricular clubs/organizaions that engage in the above-listed conduct.
2. Student-directed extracurricular clubs/organizations may appeal to the School Board if a school administrator orders the club to be disbanded.

K. Student-directed extracurricular clubs and organizations must have a purpose statement and constitution that is consistent with the Mission Statement of the Foley Public Schools and approved by the school principal prior to the initiation of club activities. The statements of purpose and constitution may not do any of the following:

1. Exclude students from membership discriminatorily.
2. Purpose violent or unlawful acts.
3. Purpose or otherwise entail a violation of the criteria set forth in this policy and any other school district policy.

L. Student-directed extracurricular clubs and organizations may raise and expend funds only for purposes endorsed in the club/organization statement of purpose and constitution.

M. The School District does not endorse or sponsor the meetings of activities of student-directed extracurricular clubs or organizations.

N. Student-directed extracurricular clubs/organizations exist as an expression of individual rights and are the sole responsibility of the membership within the parameters of this policy.

O. Expenditures of a student-directed extracurricular activity account must be supported by a duly voted upon motion in the minutes of the club and signatures of two officers of the club as well as the advisor or monitor of the club on district requisition and expense reimbursement forms.

P. The student-directed extracurricular activity accounts are subject to internal audit and by auditors chosen by the School District.

Q. Student-directed extracurricular activity accounts are never to have a balance less than zero at any time without express authorization of the School Board.

V. EXTRACURRICULAR AND CURRICULAR ACTIVITY ACCOUNTS

A. Extracurricular and curricular account advisors, coaches and teachers must follow School District procedures for fund raising, requisitions and expense reimbursement forms.

B. The School District will account for extracurricular and curricular account balances from one Fiscal Year to the next as long as the club or organization is approved by the building principal.

VI. FUND RAISING

A. All funds from fund raising of any kind shall be deposited the proper District account.

B. All fund raising, including the solicitation of donations, requires written permission from the appropriate building principal or activities director.

C. All students, parents, and staff involved in the fund raising activities shall agree that all funds raised by the participants shall revert to the club or activity account, should the specific purpose of

the fund raising activity fail to materialize for any reason.

D. Participants involved in fund raising activities shall have no claim on the funds raised. Should the intended purpose of the fund raising activity fail to materialize, the funds that have been accumulated may only be used for a different activity by

1. a majority vote of the club or activity members for student extracurricular clubs;
2. a decision by the advisor, coach or teacher with approval of the principal for all extracurricular and curricular activities.

E. If the participants involved in an activity agree to pay a portion of the cost of the activity with the balance to be funded through fund raising, the participant is eligible to withdraw his/her portion at any time, if and only if, unrefundable tickets or other obligation have not been purchased.

F. Individuals, businesses, or organizations who contribute material items for resale by a fund raising activity shall give up all claims to the contributed materials and to any subsequent fund gained by the sale of the contributed materials.

G. All fund raising must follow school district procedures and be documented on district forms attached to this policy for informational purposes. District Administration shall be responsible for determining and disseminating by such procedures.

Legal References:

Foley Public Schools Adoption Record: 12-18-2017