511 FUND RAISING AND SOLICITING FUNDS BY STUDENTS AND TEACHERS

I. PURPOSE

The purpose of this policy is to address student and staff fund raising efforts and the solicitation of donations.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations, co-curricular and curricular programs for fund raising. The school board also recognizes a need for some constraint to prevent fund raising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITIES

A. It shall be the responsibility of the superintendent to provide coordination of student fund raising throughout the school district as deemed appropriate.

B. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fund raising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.

C. All fund raising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.

1. All fundraisers shall be approved in writing by the building principal who will notify the superintendent who shall inform the board on a regular basis of such activities. The building principal's approval is sufficient for fund raising efforts such as services provided, products sold to attendees at an event, products sold exclusively to staff, students and/or their parents, and "a-thons."

2. Direct sales to persons who are not parents or are not attending an event shall not proceed unless express written prior approval is given by the building principal, the superintendent and the board of education has approved such direct sale.

3. Annual fundraisers that have prior approval are listed in section IV of this policy. The listed fundraisers do not need annual approval, but the advisors need to carry out the responsibilities listed in this policy.

D. The district recognizes that, under certain circumstances, it may be appropriate for school personnel to solicit donations from service organizations, businesses or individuals in the community to request funds for specific school activities.

1. It shall be the policy of the district that school personnel who solicit such funding must have the express written approval of the Superintendent of Schools prior to making a request for funds.

2. The Superintendent shall regularly inform the School Board of such approved requests.

3. All donations to the District shall be approved by the School Board upon receipt. The School Board reserves the right to reject any and all donations.

E. All co-curricular and curricular program directors or student organization advisors have the following responsibilities when a sale is conducted:

1. Overall, plan and communicate with the building administrator and Business Office so there are no surprises.

2. Develop (with student officers for Student Activity Accounts) a Financial Plan for the fundraiser, or for the year, including a budget, a time line of activities, anticipated expenditures of funds raised, and contracts with vendors which are anticipated. See the attached form for the Financial Plan

3. Review this Financial Plan with your building administrator. After securing his/her approval, copy the following: the building administrator, the Business Office and keep a copy with the organization's records.

4. Pre-sale publicity

5. Appointment and control of student managers for the sale

6. Satisfactory handling of complaints by the public about products sold.

7. Final reconciliation of the financial results of the sale. Advisors need to see the business office shortly after the sale is completed. The final responsibility is the advisor's.

8. Any student activity account that ends a fiscal year with a negative balance must adopt and implement a Corrective Action Plan to be approved by the Business Office so that the account returns to a positive balance.

9. Note: In cases where the guidelines are not followed and the event or sale is not handled competently, cancellation or reassignment of future events and sales will be considered.

F. The school district expects all students who participate in approved fund raising 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 school activities.

G. Solicitation by salespeople who market school products must receive the approval of building principals prior to visiting with staff.

H. Personal business with school employees or pupils will not be allowed during student contact hours.

I. School Staff shall not use school time or school facilities for financial profits outside the regular school program.

IV. PRE APPROVED ANNUAL FUND RAISERS

A. Co-curricular and curricular programs: For the following co-curricular and curricular programs, these specified fund raising activities are considered to be preauthorized and can be conducted in accordance with this policy. Co-curricular and curricular funds are General Fund monies; funds must be raised and expended within one fiscal year, and program directors do not need student officers.

B. Student Activity Accounts: For the following student activities, these specified fund raising activities are considered to be preauthorized and can be conducted in accordance with this policy. Student Activity Accounts are separate from the General Fund, must operate with a positive fund balance, can carry balances forward from one fiscal year to the next, and require student officers.

C. List of Pre Approved Annual Fund Raisers:

Organization	Purpose	Revenue Source Target	Dates
Band/Choir	Band/Choir trip, fieldtrips and related activities	Chili Supper, frozen foods sales,	Spring & Fall, Valley Daze
Boys & Girls Basketball	Summer Basketball Camps	Valley-Daze corn husking	Winter
DECA	State DECA Convention	Yankee Candle, DormCo.Com, Pizza Ranch, sucker sales	Fall & Winter
Drama	Drama workshops, student activities	Advertising	Winter & Spring
Elem Student Council	Student activities	Aluminum recycling, Box Tops	School Year
Elementary Programs	Elementary equipment, books, trips	Year Book, Hero Foundation, American Heart Assoc., Great American, Yearly Planner	School Year
FFA	Student activities, conventions, competitions, Camp Courage donations, scholarships	Fruit sales, FFA test plot, apple orchard, corn drive, milk machine	School Year
German Club	Trips	Frozen food sales, Advent calendars,	School Year
HS Student Council	Activity days, scholarships, school spirit, etc.	Dances, Homecoming & SnoDaze, Homecoming-shirts	School Year
Investment Club	Revolving investments, scholarship	Dances, investments, 50/50 drawing	School Year
JHS	Field trips & related activities	Dance	School Year
Prom	Prom	Magazine sales/ Grand March activities	Sept-October
Jr Hi Student Council	Field trips & related activities	Dances	School Year
NHS	Scholarships, Xmas for Kids, Pennies 4 Patients	Spaghetti supper, recycling & dance, leukemia/lymphoma society	School Year

S.A.D.D.	Speakers, MADD Youth Jam, student activities	Flower sales	Winter & Spring
Spanish Club	Spanish trips	Softener salt, detergent	Fall
Special Education	Transitions, Sp Ed Students	Eagle's Nest, pencil machine	School Year
Special Olympics	Special Olympic activities, equipment for bowling/track, tournament fees, use of facilities, uniforms	Schwans food sales, 5K, silent auction and raffle, Eagle Boosters	School Year

V. PROCEDURES:

A. Approval Form: Attached to this policy is a copy of the approval form which shall be forwarded to the appropriate administrator for both requests for sales drives or for solicitation of donations not listed in Section IV of this policy. This form shall be processed by the responsible school authority before any fund raising activity or solicitation of donations may begin.

B. Financial Plan Form: Attached to this policy is a copy of the Financial Plan Form required of all Program Directors and Student Organization Advisors prior to beginning fund raising activities.

Legal Reference: Manual of Instruction for Uniform Student Activities
Accounting for Minnesota School Districts, 1987-88

EV-W Fund Raising/Donation Solicitation Pre-Approval Form

Applicant Name _____ Applicant Signature _____ Date: _____

1. Sponsoring Organization:
   Please Check: ☐☐ Student Activity ☐☐ Co-curricular or Curricular Program

2. Type of fund raising activity requested: (please check)
   - ☐☐ Service provided (i.e. car wash, yard work, dinner)
   - ☐☐ Product sold to attendees at an event (i.e. bake sale, concessions)
   - ☐☐ Product sold exclusively to staff, students and/or their parents (i.e. book sale, flowers)
   - ☐☐ "a-thons" in which pledges are solicited (i.e. MS Read-a-thon)
   - ☐☐ Donations solicited (Note: Superintendent's Prior Approval Required)
   - ☐☐ Product directly sold to persons other than parents and students (Note: Superintendent's and School Board's Prior Approval Required)

3. Describe fund-raising activity:

4. Dates of fundraiser: _____

5. What are the purposes of the fundraiser:

6. Who or what organizations are being asked to buy, pledge or donate funds:

7. Who (what students) will be directly involved in raising the funds:

8. What other fund raising activities has your group done or is planning to do this school year:

9. Attach Financial Plan to this application: Attach supporting documentation including all contracts with potential vendors.

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*Administrative Action:

Approved	Denied		
☐☐	☐☐	Principal/AD's Signature: _____	Date: _____
☐☐	☐☐	For Donations: Superintendent's Initials: _____	Date: _____
☐☐	☐☐	For Direct Sales: Superintendent's Initials: _____	Date: _____
☐☐	☐☐	For Direct Sales: School Board Action: _____	Date: _____

cc. Applicant, Principal's office, Superintendent's office

EV-W Fund Raising Financial Plan

Sponsoring Organization: _____

Please Check: ☐☐ Student Activity ☐☐ Co-curricular or Curricular Program

Program Director or Student Activity Advisor: _____

Student Officers (for Student Activities): _____

School Year:	Activities and $'s Anticipated To Be Raised	Expenditures and Expected $ Amounts	Net Change
Months	Beginning Balance: _____		
	Projected Year-End Balance		

Attach supporting documentation and all anticipated vendor contracts.
Signatures signify approval

_____ Program Director or Advisor

_____ Principal

_____ Student Officer

cc. Program Director or Student Organization's records, Principal, Business Office