

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 7.22
SCHOOL FUNDRAISING ACTIVITIES**

(1) STUDENT/PARENT/STAFF PARTICIPATION

(a) Funds are raised for schools through fundraisers conducted by school staff and fundraisers conducted by parent organizations. At least one, but no more than two, fundraisers shall be allowed per year, per parent group.

(b) Fundraising efforts only by those recognized parent or student organizations and staff members whose purpose is to raise monies for the benefit of the Milwaukee Public School system shall be permitted. Fundraising activities must always be done in the best interest of the students. All school fundraising activities shall be approved in advance by the principal.

(c) Students' participation shall be on a voluntary basis with parental permission. Students participating in sponsored fundraising activities are not to be involved in door-to-door sales.

(d) Use of class time shall be limited to announcements to inform students of the fundraising activity and their options to voluntarily become involved. Fundraising activities are not to be conducted during regular school hours, nor shall the activities impinge on student or staff time during the regular school instructional day.

(e) No staff member shall engage in the sale of merchandise for fundraising purposes which is prohibited by local, state, or federal laws.

(2) SALES INCENTIVES

(a) Sales incentives can be accepted by the school as part of the revenue from a fundraising activity. Individual staff members, students, or members of their families shall not receive sales incentives such as money, gifts, or merchandise from vendors or the school for their participation or sales efforts during a school fundraising activity. Individuals failing to comply shall be subject to forfeiture of not more than \$200.00 for each offense as provided by state law.

(b) Students participating in parent organization fundraising activity may receive a non-monetary token of appreciation. The token must be the same for all students who participated and not be based on the amount of individual sales.,

(c) Incentives may be given at the secondary level, providing that each participant has equal opportunity to win the award.

(3) VENDOR RELATIONS

(a) All vendors for fundraising companies shall agree to abide by Board policies and administrative guidelines relating to fundraising in order to participate in any school fundraising activity. Vendors may discuss fundraising products with staff members only after receiving permission from the principal. Faculty advisors of school-related fundraising activities are prohibited from entering into private contracts with a vendor. Only the school principal is authorized to sign contracts for fundraising merchandise.

(b) Because the Board may be exposed to potential liability when it sanctions or is involved in the sale of coupon books (e.g., Entertainment Book, Gold C book), an indemnification agreement must be obtained prior to signing any contracts.

(c) No employee of the Milwaukee Public Schools or any school or parent organization shall actively solicit on behalf of the Milwaukee Public Schools or any individual school, donations of money, goods, or services from any vendor as a condition of doing business with the district.

(4) USE OF FACILITIES

Prior to the scheduling of any activity requiring the use of the building for fundraising purposes, the faculty advisor or sponsor shall request a permit for the use of the building, which is to be approved by the building principal. The request shall include a statement setting forth the nature of the activity to be held, the date and time of the activity, the price of admission to be charged, and the purposes for which the funds realized are to be expended.

(5) RECORD KEEPING

(a) Within one week after any activity for which admission is charged or concessions are sold, the faculty advisor or sponsor shall file with the principal a statement showing the receipts and disbursements connected therewith. All financial records relating to fundraising activities must be retained for a period of five years for audit purposes. The Board reserves the authority to examine the records of all fundraising groups.

(b) The funds derived from such activity shall be used for no other purposes than those approved in advance by the building principal.

(6) PARENT ORGANIZATIONS

(a) Parent organizations must:

1. be registered and approved by the school's principal;
2. use the school's name within their own name;
3. usually conduct meetings in the schools;
4. meet and conduct business with the cooperation and assistance of the principal;
5. be dedicated to the welfare of the general student body or to a specific group of students within the student body;
6. have open membership and open meetings on a regular basis;
7. not be sectarian, religious, or political in nature.

(b) Because the school system does not wish to encourage gambling or games of chance, parent groups are strongly discouraged from using bingo games or raffles as money-raising activities. In the event that parent groups wish to proceed with the use of bingo games or raffles, the following rules shall apply:

1. School buildings may not be used in any way.
2. Students may not be involved in any way.
3. A permit must be obtained from the state of Wisconsin.

(7) USE OF FUNDRAISING REVENUES

(a) All revenues from school fundraising must be disbursed for the purpose for which they were intended and in accordance with established procedures. Funds unexpended or remaining due to unforeseen circumstances are to be kept as part of an appropriate school account.

(b) Funds remaining after payment of fundraising expenses conducted by parent organizations must be used for the direct benefit of the parent organization and/or the Milwaukee Public Schools.

(c) Funds derived by a student organization/activity/club shall be so expended as to be of direct benefit to the members of that organization/activity/club or the entire student body. The basic purpose of such funds is to promote the general welfare and morale of the students and to benefit them as a whole.

Previous Coding: Admin. Policy IGDF, prior to May 1995; Admin. Policy 9.22, May 1995-August 1996

Legal Ref.: 1985 Wisconsin Act 214

Cross Ref.: Admin. Policy 3.08 Student Activity Funds Management
5.02 Community and Parent Organization: Use of School Facilities
Admin. Proc. 7.22 School Fundraising Activities

— ◊ —