ROCORI SCHOOL DISTRICT NO 750
COLD SPRING, MN 56320

725 FUNDRAISING

ROCORI Public Schools First Adoption: June 24, 2019
ROCORI Public Schools Last Revision: June 12, 2023
ROCORI School Board Approval Record: July 18,2023

I. GENERAL

A. Fund raising activities by various clubs, organizations, student groups, support groups, and individuals (both internal and external) of the school district play a vital role in support of the activities associated with ROCORI School District. Fund raising activities provide groups and organizations with a stream of funding outside of the normal school expenditures and also promote a sense of awareness and cohesiveness for these groups. The School Board recognizes the need for fund raisers and through this policy hopes to establish general fundraising guidelines.

II. DEFINITIONS

A. **Fund raiser** - The term "fundraiser" encompasses activities which are designed to raise funds and meets one of the following criteria:

1. Involves a student group.
2. Involves a community group and is characterized by one of the following:
   a. takes place during school time;
   b. utilizes school's facility or equipment;
   c. involves school personnel.
3. Any dollars or benefits to students or staff channeled through the school district.

B. **Internal** - This involves a fundraiser or crowdsourcing activity which is strictly designed, initiated and carried out within the school by students or school personnel.

C. **External** - This involves outside or crowdsourcing fundraising groups, clubs or individuals which raise funds either directly or indirectly to support an academic, arts, athletic or other activity of the ROCORI School District. An external group operates under their own set of by-laws or rules and may not be under the jurisdiction of the ROCORI school district.

III. FUND RAISING PRINCIPLES

A. Fund raisers for various projects and student activities may become a necessity based on the financial needs of the organization. The fundraisers need to be supervised and reviewed to support the overall goals and functions of the school district and not infringe on the other efforts by the school, community or businesses, nor create a hardship or burden for the

organizations involved.

B. The School Board encourages broad-based support and desires that the fund raiser activity sponsors receive input from various groups, organizations and businesses.

C. The School Board respects and acknowledges the tremendous efforts made by area businesses to support the school district through donations and its volunteerism, and its desire would be not to compete directly with any local businesses.

D. Information must be given to parents/guardians regarding their student's involvement and responsibility prior to initiation of a fund raiser.

E. Students who sell a product outside of the school environment must be able to identify themselves, their organization, and fundraising purpose.

IV. FUND RAISING GUIDELINES

A. Planning must occur well in advance to make sure that fund raisers are a success and that the activities follow policy guidelines. Two or more fund raisers, either internal or external, vending similar products should not occur simultaneously and should be separated by at least two weeks.

B. All fundraisers with projections to raise over $1,000, including crowdsourcing, will receive prior approval of the building Principal and Activities Director if involving an activity, and Superintendent.

1. Prior to accepting proceeds, whether monetary or otherwise, the Superintendent must be made aware of and approve of the group, its actions and its method of operation.
2. The administrator will review the request showing purpose, need, budget and method of solicitation (see application)
3. The administrators are given discretionary authority to approve or disapprove any fund raising, even though this policy would otherwise approve the activity. The Principal, Activities Director and Superintendent should consider frequency of fundraising activities, the appropriateness of the activity or product, the location of the fundraiser activity, equity of fund raising by the various organizations, the objectives of the fund raising and other factors pertinent to fund raising.
4. Approvals must be by specific activity or at least on an annual basis for ongoing fund raisers.

C. All fundraising activities must be reviewed by the Superintendent's office for clarification and coordination with other fund raisers that are being planned, in process, or recently completed. If approved, an authorization letter will be issued to the organization requesting the fund raiser.

D. The Superintendent will be responsible for the proper administration of the financial activities of the internal organizations in accordance with the provision of state laws, state and local rules and regulations, and appropriate accounting practices and procedures. External

organizations which have fundraisers with profits in excess of $25,000 per year will be required at the School Board's discretion to have financial accounting which is conducted by or acceptable to the school district.

E. Fund raising will be limited to the demonstrated needs of the organization involved. Each fund raising activity will generally be limited in length with exceptions approved by the Principal, Activity Director and Superintendent.

F. An advisor or activity group will not purchase a product prior to full approval for the fund raiser. Organizers of the fund raiser must plan ahead sufficiently to ensure approval precedes purchasing.

G. Grades of any individual student will not be affected, or threaten to be affected, by A student's inability or unwillingness to participate in a fundraising activity. Teachers and those involved in the fund raiser will not embarrass, harass, coerce or otherwise require students to participate in fund raising activities, nor permit others to do the same.

H. Students participating in a fundraiser or the incentive reward for the activity will do so on a voluntary basis. Participation for parents should also be voluntary and will not impact the student's participation in the specific fundraising activity. (As an example, a parent's decision not to donate to an event should not mean the student would be excluded from participating in the activity.

Source: Ind. School District No. 750