

Soliciting Funds from and by Students (Fundraising Guidelines)

1. Purpose and Guiding Principles

Fundraising should:

- Support the school's **educational mission**, not replace essential public funding
 - Promote **equity**, ensuring no student is excluded due to family circumstances
 - Be conducted with **transparency, accountability, and integrity**
 - Protect student safety, privacy, and well-being
-

2. Governance and Approval

- All fundraising activities must receive **prior written approval** from the principal or designated administrator.
 - Activities should align with district policies, board of education regulations, and applicable state and federal laws.
 - A **fundraising calendar** should be maintained to:
 - Prevent over-fundraising
 - Avoid conflicts between groups
 - Balance fundraising with instructional time
-

3. Financial Oversight and Accountability

- All funds must be:
 - Collected, recorded, and deposited promptly (within 24 -72 hours of collection)
 - Managed through approved school or organization accounts
- No fundraising funds should be kept in personal accounts.
- Use of personal Venmo, Zelle, Cash App, PayPal or other online payment platforms is prohibited.
- Checks **must be payable** to the school or school district conducting the fundraiser.
- Checks **may not** be payable to an individual
- **All Donations must follow** the district's donation guidelines and acceptance procedures. This is different than fundraising.
- Cash handing and denominations:
 - Funds must be submitted and deposited in the denominations collected.

- Cash should not be consolidated, exchanged or altered (e.g., breaking or combining bills) prior to submission.
 - The mix of denominations should reasonably reflect the nature of the activity (e.g., a car wash should not result in multiple \$100 bills).
 - Any unusual or inconsistent denominations must be documented and explained at the time funds are turned in.
 - Clear documentation must be maintained, including:
 - Purpose of funds raised
 - Gross receipts and expenses
 - Net proceeds and final use of funds
-

4. Allowable Use of Funds

Fundraising proceeds may be used to:

- Enhance student programs, enrichment activities, or extracurricular opportunities
- Support school events, instructional materials, or student recognition
- Offset costs so that all students may participate regardless of ability to pay

Funds **should not** be used to:

- Replace core instructional funding that is the responsibility of the school district
 - Provide personal benefit to individuals
 - Support political or partisan activities
-

5. Equity and Student Participation

- Participation in fundraising must be **voluntary**.
 - Students should **not be required** to raise a minimum amount.
 - Incentives should:
 - Be age-appropriate, non-coercive, and inclusive
 - Avoid public comparison of individual fundraising amounts
 - No student may be excluded from an activity, trip, or benefit due to lack of fundraising participation.
-

6. Student Safety and Well-Being

- Door-to-door sales by students should be avoided or strictly limited.
- Fundraising that involves students:
 - Must provide clear safety guidance to families
 - Should favor adult-led or online methods when possible

- Students should not handle large amounts of cash.
 - Products sold must be appropriate for a school environment (e.g., avoiding prohibited or unsafe items).
-

7. Vendor and Contract Management

- Vendors should be vetted for:
 - Fair pricing and reasonable commissions
 - Transparent contracts
 - Compliance with school and district policies
 - Written agreements should be reviewed by school administration before execution.
 - Preference should be given to fundraising activities with **high return and low burden** on students and staff.
-

8. Communications and Transparency

- Families should receive clear communication outlining:
 - The purpose of the fundraiser
 - How funds will be used
 - The duration of the campaign
 - Promotional materials must:
 - Clearly identify the school or sponsoring organization
 - Avoid misleading statements
 - Results and outcomes should be reported after the fundraiser concludes.
-

9. Ethical Standards

- All fundraising must adhere to high ethical standards:
 - No pressure tactics or exploitation of student-teacher relationships
 - No use of confidential student or family data for solicitation
 - Conflicts of interest (e.g., fundraising vendors related to organizers) must be disclosed and managed appropriately.
-

