STUDENT FUND RAISING

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

A. No instructional time is to be used to plan, conduct, assess or manage a fund-raising activity unless such an activity is part of an approved course of study.

B. No student of any age may participate in off-district fund-raising activities without proper supervision by approved staff or other adults.

C. Each fund-raising activity must be approved by the principal if occurring on district premises and by the superintendent if occurring off district property. In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents or the community.

D. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is re-useable can be returned for full credit. The district will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.

E. The staff member in charge shall follow all procedures to ensure that all merchandise is properly stored, distributed and all funds are accounted for.

F. Upon completion of a fund-raiser, a final report is to be submitted to the principal within 10 days. The report should state:

1. Amount of money projected and amount of money raised.

2. Any difference between the actual activity and the planned activity.

3. Any problems that occurred and how resolved.
4. When and where funds were deposited.

5. If merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items.

G. No staff member is to accept any special gifts or bonuses for more than forty-four dollars offered by an outside supplier or vendor for any reason or purpose.

H. Fund-raising activities will not be permitted if they interfere with the district’s educational program on nutrition.

I. Fund-raising activities off district premises shall be voluntary with written permission from parents.

J. No house-to-house canvassing is allowed by any student for any school or school-related purpose.

K. If an activity involved the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.

L. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for . . . . . . .”, must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.

M. Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

N. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

ADMINISTRATIVE REGULATION
Approved: January 18, 2005
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