

ALMOND-BANCROFT SCHOOL DISTRICT

STUDENT FUNDRAISING POLICY

374

I. PURPOSE

The purpose of this policy is to address fundraising efforts.

II. GENERAL STATEMENT OF POLICY

- A. The Almond-Bancroft School Board recognizes a desire and a need for fundraising.
- B. The school board also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.
- C. The school board has the responsibility to monitor, supervise and control All fundraising activities associated with official school programs and activities.
- D. All fundraising activity must have prior approval. School District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct or involve students in fundraising activities unless the fund-raising activity has been approved by the administration.

III. DEFINITIONS

- A. Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly funds school programs and students.
- B. Student organizations are groups that are sponsored by the district and approved by the school board. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Student organizations are directed or supervised by School District staff.
- C. A charitable giving campaign solicits funds for a charitable cause not directly related to any district goal.

IV. TYPES OF FUNDRAISING

- A. For the purposes of this policy, fundraising activities are grouped under the following categories:
 - 1. Student Organization Solicitations
 - a. Student activities which include the sale of admission tickets to the general public and/or which are integrated into the curriculum (e.g., musical/play/).

- b. Spanish club, music clubs, national honor society, student concessions, student council, FFA, FBLA, FCCLA, ACES, gaming club, library club, yearbook, and other clubs that may come into existence.
- 2. Charitable Giving Campaigns
 - a. Campaign is being conducted for the purpose of providing money for a charitable cause not directly related to any district goal. Students sell a product, their own effort (e.g., walk-athon), a service (e.g., car wash) or contribute money.
- 3. Outside Organization Fundraisers
 - a. Outside organizations are non-school-funded groups such as parent/teacher/student organizations, sports' booster groups and commercial enterprises that provide supplementary services to existing school entities.

V. GUIDELINES FOR APPROVAL OF FUNDRAISING ACTIVITIES

The administration will consider fundraising proposals and approve or disapprove fundraising activities. Administration approval of fundraising activities must be based on the following guidelines.

- A. For school-based organizations, the school employee supervising the fundraising activity must submit the fundraising proposal form to the District Administrator, or designee, two weeks prior to the proposed start date for the fundraising activity.
- B. For outside organizations, if the money raised will directly benefit the school or students, the adult that is responsible for the fundraising activity must turn in a fundraising proposal form to the District Administrator, or designee, two weeks prior to the proposed start date for the fundraising activity.

VI. IMPLEMENTATION GUIDELINES

- A. Student safety must be promoted.
- B. Participation in fundraising activities is voluntary. No student will be excluded from an event or program because of non-participation by the student or their parents. No student shall be forced, coerced or otherwise unduly pressured to participate in fundraising activities. Likewise, no reprimand, condemnation nor criticism shall be made of any student who does not participate or succeed in fundraising.
- C. Parent/guardian must be notified prior to student participation in fundraising activities outside of the school setting.
- D. Group (class or grade) incentives are the preferred means to motivate and reward students.
- E. Elementary students will not participate in door-to-door sales.
- F. Door-to-door fundraising activities will be of a limited nature.
- G. Fund raising activities during the school day will be limited and must not conflict with state laws and regulations relating to food service programs.

- H. District funds cannot be used to off-set, front-fund or pre-pay expenses for charitable fundraisers.
- I. All fundraising monies will follow and comply with accepted accounting procedures.
- J. All fund-raising activities must comply with state law.
- K. The School District expects all students who participate in approved fundraising 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 student fundraising activities.
- L. Funds raised should complement – not replace – public funding for education.
- M. Fundraising goals must be developed in advance of the fundraising activity and be approved by the District Administrator or designee. Decisions on fundraising activities and the expenditure of fundraised dollars must be made in consultation with school administration.
- N. All school employees that are responsible for supervising a fundraiser must follow all the guidelines put forth in the Advisor Handbook.

Approved: 7-17-13