

Student Fund Raising Activities

Guidelines for student fund raising activities are as follows:

1. Student participation must be voluntary.
2. The fund raising activity must be such that it is not likely to create a poor public relations image.
3. Fund raising activity efforts must not interfere with the educational program.
4. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
5. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must follow policy number 4330, Community Use of School Facilities.
6. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
7. The following fund raising activities are approved provided there is adequate supervision:
 - a. Sales of goods (candy, T-shirts, etc.), magazines,
 - b. Car washes, school supplies, rummage and garage sales,
 - c. Paper drives, bottle drives, etc. that do not interfere with the school day,
 - d. Pancake breakfasts, spaghetti dinners and etc. All food type fund raising activities must follow Dept. of Health regulations and RSD regulations,
 - e. Skating and bowling parties,
 - f. Bandathons, bikeathons, and walkathons,
 - g. Talent, variety, musical, and drama productions (after school hours).

Any fund raising activity that is not listed above must have the approval of the principal 90 days before the event or maybe approved by the principal in less than 90 days on “Fund Raising Approval” Form # 1 or “Booster Club/Any Outside Group Fund Raising Approval” Form # 2.

8. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with district policies.
9. Any outside group other than an official school-parent group must have principal approval 90 days before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
 - a. Must work through established official parent organizations and not with or through student body organizations or the administration.
 - b. May not use school materials, supplies, facilities or staff without proper reimbursement. Requests to the administration for access to students for purposes of fund raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to utilize the parent organization’s normal method of communication to transmit information concerning the fund raising.
 - c. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school’s central office for deposit of envelopes containing funds from a permissible fund raising activity.
 - d. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to student through the school office.
10. All ASB fund raising sponsor groups shall use the “Fund Raiser Check List” Form # 3.