

Student Fund Raising Activities

Guidelines for student fundraising activities are as follows:

1. Student participation must be voluntary.
2. The fundraising activity must be such that it is not likely to create a poor public-relations image.
3. Fundraising activity efforts must not interfere with the educational program.
4. Fundraising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements and the ASB Fundraising Procedures. All companies involved in any type of fundraising with our students must be reputable, understand ASB fundraising procedures and finance or complete an ASB fundraising workshop with administration PRIOR to fundraiser being approved. Expenditures of all ASB funds must be approved by the ASB.
5. Obtain a written agreement with the vendor that all unsold merchandise may be returned for credit. The agreement shall also state that the awarding of incentives or prizes will be by the vendor. NO cash prizes are allowed. In lieu of incentive prizes the activity can ask for a check to the school OR a larger percentage of profit.
6. Fundraising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff.
7. All fundraising activities are part of the yearly budget process of each class, club and/or organization. Fundraising activities, revenues and expenses are listed on each organization's budget sheet. After the budget timeline is over, the fundraising activity list is compiled and presented to the board for approval. All fundraisers must be approved by the board.
8. Fundraising groups must complete a fundraising packet. Application for approval must include:
 - a. The sponsoring group,
 - b. The proposed activity,
 - c. The manner in which the money is to be collected, and
 - d. The purpose.

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 policy.

Procedure: 3530P
Students

Any outside group other than an official school-parent group must have central office approval before conducting fundraising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:

1. Must work through established official parent organizations and not with or through student body organizations or the administration.
2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fundraising 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 fundraising.

Shall not collect money in school buildings as part of fundraising 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 fundraising activity. NO funds except school district funds can be kept in any safe on district property.

May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students through the school office.

Date: