

STUDENT PERSONNEL

Series 500

ADMINISTRATIVE REGULATION STUDENT FUNDRAISING No. 504.5R1

Fundraising Procedures and Guidelines:

A. School-Sponsored Events and Organizations

- Prior to any student fundraising activity, the supervisor of a school-sponsored event or organization must fill out the “Student Groups—Fund Raising Activity Report” and submit to the building principal or district coordinator for approval.
- Collection boxes for school-sponsored fundraising must have prior approval from the building principal or district coordinator before being placed on school property, and must be clearly marked as collection for a specific fundraising purpose.
- Approved fundraisers must be placed on the fundraising calendar at least one week in advance.
- Participation in fundraising activities is voluntary. No student will be excluded from any event or program because of non-participation in fundraising by the student or their parents/guardians.
- The option to donate, as opposed to participating in a fundraiser, will always be an option.
- Students will never be required to fundraise or donate a specific amount of money.
- Each fundraiser must have a specific identified purpose, and the purpose should be clearly marked on all fundraising materials.
- If the fundraiser involves selling any product, the percentage of the price which will actually benefit the school-sponsored event or organization should be clearly identified. For example, the purchase of \$20 worth of popcorn may only result in a \$5 donation to the organization or event.
- All fundraising materials should clearly identify the fundraiser as school-sponsored.
- No door-to-door sales are permitted.
- Whenever money is collected, receipts are required.
- All checks and cash received must be immediately returned to the supervisor of the school-sponsored event or organization and deposited pursuant to district business office procedures.
- Following the completion of a fundraiser, the supervisor of the school-sponsored event or organization must complete the “Final Report of Activity” and return to the building principal or district coordinator.

B. Outside Organization Fundraising

- Fundraising by students on behalf of outside organizations (such as booster clubs or parent teacher organizations) during the school day is not permitted without prior approval by the Board.
- Prior to any fundraising or purchase of goods or services for the school district, the outside organization will confer with district administration to assist the organization in purchasing goods or services that meet the school district's needs.
- All fundraising materials must be clearly marked as sponsored by the outside organization, rather than the school district itself.

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