

Rule – Policy No. 374
District Fund Raising Guidelines/Procedures

Community Sales Guidelines

1. Requests for school affiliated fund raising activities shall be made to the building administrator (i.e. Principal) All administrator recommended requests for fundraising will be reviewed for final Board approval. Requests shall include:
 - a. Complete description of fundraising activity
 - b. Name of group conducting activity and names of supervisory faculty or officers of the sponsors support group
 - c. Beginning and ending dates of fundraising activity
 - d. The building principal shall coordinate requests to avoid duplication of fundraising activities within his/her building and between district schools.
 - e. No Student group or activity will be approved for more than (2) fund raising requests per year.
2. School-affiliated organizations shall not conduct fundraisers until approval has been granted by the District Administrator/Board of Education.
3. School-affiliated organizations approved for door-to-door community fundraising shall complete the solicitation within a specified time frame which is identified in their approval request.
4. Sales contests and awards requiring student participation shall not be permitted. Student academic grades shall not depend on involvement.
5. Only students who are in grade 6 or above and at least 12 years of age may participate in any door-to-door solicitation.
6. All funds raised by any student group shall be processed through the appropriate financial accounting system. A summary report must be submitted to the building principal and to the District Administrator by the advisor within 30 days of completing the fundraiser.
7. Advisors shall schedule all contracts, meetings with sales representatives or outside agencies during non-classroom teaching hours.
8. Policies and Fundraising Guidelines/Procedures shall be distributed annually to parent organizations, booster clubs, support groups and other school organizations and shall be reviewed annually with school staffs by each building principal.
9. Ticket sales for regular school events such as athletic contests, musicals, school pictures or a similar regular building function are not regulated by the fundraising policy/guidelines.

In-school fundraising activities must be approved by the building administrator (i.e. Principal) and a

copy of each fundraising activity approval must be submitted to the District Administrator. Fundraising activities shall not conflict with the school lunch program.

In-School Guidelines

1. Fundraising activities within the school buildings shall not be authorized until the following have been completed:
 - a. The advisor of the club or activity has submitted a request, in writing, to the building principal explaining the rationale or purpose for the fundraising activity.
 - b. The request has been submitted to the building principal at least two weeks in advance of the fundraiser.
 - c. The request should include information on item(s) to be sold, the period of time of the sale and the purpose for which the funds will be used.
 - d. The decision of the building principal has been given in writing to the advisor.
2. All funds collected and disbursed shall be processed through the appropriate financial accounting system and a summary report submitted to the building principal and to the District Administrator within 30 days of completing the fundraiser.
3. The building principal/designee shall submit to the Board of Education a written summary of all fundraising activities at the end of each school year.

Non-School Organization Fundraisers

Posters and handouts from non-profit organizations for the purpose of fundraising will be permitted upon approval of the District Administrator. Commercial advertising shall not be collected or processed by the school for non-school organizations.