

REGULATION: GUIDELINES for STUDENT FUND-RAISING ACTIVITIES

1. DEFINITIONS

Fund-raising activities are defined as those activities which contribute to the operation of any club or organization of the school. There are two types of fund-raising activities: on-site and off-site. On-site fund raisers take place exclusively on the school premises. Examples of on-site fund raisers are yearbooks, pictures, spaghetti dinners, school carnivals, etc. Off-site fund raisers are defined as those where funds are procured out in the community. Examples of off-site fund raisers are magazine sales, candy sales, wrapping paper sales, or other solicitations to the community. Fund-raising activities are established as an adjunct to, and in support of, the education program, and as such, no fund-raising activity will be conducted for the sole purpose of producing revenue. Additionally, no fund-raising activity will be permitted which offers unfair competition with local merchants and industry. Fund-raising activities will have a minimal impact on instructional time. All money derived from fund raising will be expended for the benefit of those pupils in school who have been responsible for the accumulation of such funds or the student body in general.

Support groups such as band and chorus parent organizations, Booster Clubs, and PTA's are not school organizations; however, since they are perceived as extensions of the School Division, they shall follow the guidelines for fund raising as stated in this policy. Also, they shall present to the principal an annual budget and end-of-year financial statements regarding fund-raising efforts.

2. PROCEDURES

Proposals for any fund-raising activities involving the school and/or students must be submitted in writing to the principal for prior approval on the Fundraiser Approval Form. This requirement applies to both persons/groups within the school as well as organizations outside of the school and for activities that take place either during or outside of the school day. The written request for approval must include a complete description of the activity, who will participate, dates/times of operation, intended use of funds, expected revenues, and a draft copy of any communications to appropriate groups (i.e., students, parents, etc.). Permitted and prohibited activities are defined in Item 5.

3. FUND-RAISING REPRESENTATIVES/ CHARITABLE FUND RAISING

Organizations/individuals wanting to talk with the schools (or groups supporting the schools) about fund-raising/community services activities must request approval from the superintendent (or designee) before contacting the schools by completing the Charitable Fundraising Approval Form. If the request is approved, the organization/ individual must present a copy of the approval letter when corresponding with the school. Schools should redirect to the superintendent (or designee) any organization/individual who has not received such approval. Though an activity has been approved at the division level, the principal has the discretion for participation.

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If a school has a negative experience with a vendor (i.e., poor quality of products, lack of cooperation, late delivery, etc.), the superintendent should be notified. The superintendent will not be responsible for resolving the situation, but will be in a position to notify other schools.

4. SCHOOL FUND-RAISING PLAN

Schools are strongly encouraged to establish a fund-raising plan/calendar at the beginning of the year and submit this plan/calendar to the superintendent's office. Such planning by the school in conjunction with other organizations supporting the school should allow the following:

- (a) Clear communication to the persons responsible for an activity regarding the fund raising policy;
- (b) Overlap of projects or over-involvement of the same group of students to be eliminated
- (c) Financial impact on students to be minimized.

5. ACTIVITIES

School-wide fund-raising activities will be restricted to one (1) off-site activity per school per school year. This does not preclude school clubs and organizations, with the approval of the school principal, from participation in more than one (1) off-site fund-raising activity per club or organization per school year. This limitation also will not preclude advertising in school programs, event programs, yearbook, and/or performances.

The school, group, or student may receive a prize in conjunction with the fund raiser.

On-Site fund-raising activities will be left to the discretion of the school principal.

Bingo, the selling of raffle tickets, and other fundraisers based on chance are prohibited.

Fund-raising events benefiting individual/home-based distributors (e.g., Tupperware, Avon, Amway) are prohibited. Individuals may have a table/booth at a school yard sale, festival, carnival, etc. where space is rented or the proceeds are donated to the school, but the aforementioned items may not be sold.

Fund-raising events done in cooperation with local restaurants and merchants, such as pancake breakfasts, are not counted when determining a school's number of off-site fund raisers.

Fund raising for field trips shall occur only after appropriate guidelines and requirements have been followed. Field trip guidelines and requirements are available through the office of Academic Services.

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Elementary Schools – Packets for fund-raisers should be addressed to parents or guardians. These activities will be performed by adults (on a voluntary basis). Selling by students is prohibited.

Middle Schools – Middle school students are prohibited from soliciting contributions, pledges, or the sale of any items, door-to-door.

High Schools – With parental or guardian approval, high school students may sell door-to-door during daylight hours and should be encouraged to work in teams for safety purposes.