



Policy Number: 4040

Dated: 04/29/2015

POLICY FUNDRAISING

PURPOSE

The Board of Trustees recognize that fundraising is an important source to provide needs over and above those available through regular school sources. The Board recommends that great care and restraint should be exercised by school level personnel in planning and implementing fundraising projects.

DEFINITIONS

Fundraising means a school sponsored activity or event which may involve the sale of goods or services by school personnel and/or students, the solicitation of monetary contributions from individuals and/or businesses, or any other means or methods used to generate funds; the primary purpose of which is to raise monies to provide financial support to the school or any of its classes, groups, teams, or programs. As provided in this policy, certain fundraising activities may also be organized to benefit a particular charity or for other charitable purposes.

GUIDELINES

The following specific rules will govern fundraising efforts.

1. The proceeds of fundraising activities may only be used to purchase the equipment, supplies, services, etc. that are directly related to the specific fundraising activity for which the funds were acquired.
2. The proceeds of fundraising activities may be used for purposes such as to purchase equipment and/or materials, supplies, student travel and activities, and student admission or participation fees to tournaments or other special events.
3. All fundraising efforts must have prior approval by the Director and designated administration. In order to receive this approval a Request for Approval of Fundraiser form must be completed. **The Director and designee will review the following before approval.**
 - The purposes of the fundraising effort.

- How the money will be collected, accounted for and spent.
 - Guidelines and directions that will be given to students regarding their participation.
 - Identify any potential risk concerns.
4. Projects where school classes or organizations buy or have donated raw materials, turn them into a finished product under the supervision of school personnel, and sell them to the public, is allowed.
 5. School-wide projects planned and carried out by non-student groups such as the Parent Council may be approved. Some examples include school carnivals, concessions, book fairs, etc.
 6. Projects which involve a finished product or services provided by a vendor which require sale by students may be allowed, provided that the vendor has been approved by school administration.
 7. The solicitation of money, goods, and/or services from local businesses may be allowed only with school administrative approval.
 8. The solicitation of direct donations from patrons may be allowed when the need and use of the funds is identified and approved by school administration.
 9. "Adopt a School" or school business partnerships which result in the school receiving funds, services, or materials may be allowed and are encouraged.
 10. Student grades or citizenship standing shall not be affected by a student's ability or willingness to participate in fundraising efforts.
 11. Students shall not be required to participate in fundraising efforts as a condition for belonging to a team or group; nor shall a student's fundraising effort affect his/her play time or standing on said team or group. Students must be given the opportunity to directly pay the costs that are assessed to them.
 12. An individual or group may not use the facilities or resources of the school to conduct a personal fundraising effort not sponsored by the school except on a rental basis according to Facility Fee Rates.
 13. Donations by individuals, businesses, and entities may be characterized as a charitable donation and possibly be tax deductible. In order for donations to be characterized as a charitable donation for tax purposes, the donor must not receive any goods, services, or other consideration in return for the donation.