

Code Number 1005.2R

STUDENT FUND-RAISING ACTIVITIES

Students and school-sponsored organizations may raise funds in accordance with policy 1005.2. Revenues must be deposited and accounted for according to policy 803.8 (Student Activity Funds - proposed). All expenditures must be made in accordance with policy 803.2 (Purchasing).

Guiding Principles:

- Generally student fundraising should be minimized and frequent or recurring fundraising by the same groups is discouraged.
- Each fund-raiser should have a specific purpose which can be articulated clearly by the students doing the fund-raising.
- Other activity fund sources of funding should be exhausted before fund-raising is undertaken.
- Failure to follow appropriate fund-raising management procedures may cause the sponsor to incur personal financial and legal liability.

Operational Recommendations:

- No student should be required to participate in fundraising.
- Students/parents shall be informed of the goal of the fundraiser and given the option to write a check to the organization rather than participating.
- No student shall be required to participate or to reach a goal required for individual students.
- If items are being sold, the percentage of profit to the organization should be identified, i.e. if the purchase of \$20 worth of candy will net \$5, this should be known. A person may prefer to make a \$5 donation rather than buy \$20 worth of candy.
- Rewards to specific students should be minimized or given to the group as a whole. If rewards are food, they should comply with USDA nutrition guidelines. Generally, the emphasis should be on working together for the common good rather than individual benefit.
- The fundraising sponsor is responsible for notifying the business office at the conclusion of the project so that all deposits and related expenditures are accounted for appropriately.

Adopted: 7/19/10