

Fundraising

It is recognized that students may participate in fundraising activities related to their memberships in school organizations. The purposes for which a school organization may raise funds shall be consistent with the philosophy of the school district. The Board of Education believes that fundraising should be conducted only when there is some educational benefit for the student. The administration should approve and schedule these activities so as to eliminate the possibility of many drives being conducted simultaneously.

Group projects that require a fundraising effort shall have a tangible objective directed toward the growth and development of students participating in the project. While fundraising projects are expected to be related to the educational program, these activities may be social in nature contributing to student spirit, a sense of teamwork, pride in one's school and the ability to set and attain goals.

All student fundraising shall be reviewed for appropriateness and approved by the appropriate building principal if the fundraising benefits a particular school building or activity within a school building, or by the Superintendent, or his/her designee, if the project benefits the entire school. An organization shall submit a form for approval of its fundraising proposal. Examples are included at the end of this policy. The school principal or Superintendent or his/her designee shall consider the following in determining whether to approve a fundraising project:

- 1) Justification for the fundraising
- 2) Type of fundraiser (i.e. item to be sold, service provided, etc.)
- 3) Price of item or service to be sold
- 4) Date(s) of fundraiser
- 5) Duration of fundraiser
- 6) Financial control, accounting procedures and daily deposit of the proceeds from fundraiser activities

Fundraising shall be categorized as follows:

- 1) A School Organization – a group or club of students that is recognized by the Board of Education
- 2) A School-Related Organization – such as PTA, Friends of BaCH or Booster Club projects

Any fundraising must be sponsored by the school district through a school organization or by a school-related organization.

Raffles and/or chances may not be used as fundraisers by school organizations. All solicitation for charities from school children must comply with all applicable laws, rules and regulations.

Membership by a student in a school organization shall not be dependent on his/her support of fundraising project(s). Any participation quotas in projects shall serve only as a guide and do not determine a student's right to participate in an organization's activity. Fundraising projects will not be initiated simply to provide items subsequently owned by individual students unless specifically authorized by the building principal or Superintendent. While recognizing the motivational value of incentives for students involved in fundraising projects, it is expected that a balance will exist between a cooperative and competitive climate in these activities.

Funds raised by school organizations must be deposited and accounted for in the extracurricular fund. Accounting for funds raised by school-related groups is the responsibility of such groups.

Fundraising Proposal by School Organization

The following information must be submitted for approval by the School Principal, Superintendent, or designee prior to undertaking a fundraising project. School Organization proposals must be submitted at least fourteen (14) days prior to beginning an activity so that an adequate review can take place. A determination will be made within one week of receipt of the proposal.

Name of the School Organization:

Name of Advisor of School Organization:

Reason for the fundraising:

Type of fundraiser (at school, out of school):

Prices of items or services to be sold (in general):

Dates of fundraiser:

Role of school personnel and students in fundraiser including accounting procedures (e.g. who will make daily deposits):

Signature of Advisor of School Organization

Date

For Internal Use:

Approved:

Denied:

Superintendent, School Principal, or Designee

Date

Fundraising Proposal by School-Related Organization

The following information must be submitted for approval by the School Principal, Superintendent, or designee prior to undertaking a fundraising project. School-Related Organization proposals must be submitted at least fourteen (14) days prior to beginning an activity so that an adequate review can take place. A determination will be made within one week of receipt of the proposal.

Name of the Organization including whether the organization is a Not-for-Profit with 501(c)(3) status:

Person chairing the proposed fundraising activity:

Name:

Phone number:

E-mail address:

Reason for the fundraising:

Type of fundraiser (at school, out of school):

Prices of items or services to be sold (in general):

Dates of fundraiser:

Role of school personnel and students in fundraiser:

Signature of Advisor of School Organization

Date

For Internal Use:

Approved:

Denied:

Superintendent, School Principal, or Designee

Date