

## FUND RAISING ACTIVITIES INVOLVING STUDENTS

Student fund raising activities are subject to the authority of the principal as delegated by the Superintendent and school board. Guidelines for student fund raising activities are as follows:

1. Student participation must be voluntary and lack of participation shall not adversely affect the student's standing.
2. Activities requiring fund raising shall be optional and the student shall have the option to provide a fair share.
3. The fund raising activity shall contribute to positive community relations by providing something of value to the customer or providing a service.
4. The fund raising activity shall support local businesses whenever possible.
5. Fund raising activity efforts must not interfere with the educational program.
6. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
7. Advisors should assure a reasonable profit margin for effort expended on each activity. Incentive programs should be straight forward and guaranteed to deliver promised incentives.
8. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
9. Sponsorship of fund raising activities by schools' official parent groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising. Any fund raising activities by parent groups that use district facilities or the district name(s) need district approval and must conform to these procedures.
10. Two areas for fund raising activities considered herein are: in-school activities, those primarily conducted by students at school, and out-of-school activities, those conducted by students and parents in the school and community.
  - a. The approval or disapproval of in-school fund raising activities is delegated to the principal.
    1. The advisor should request approval from the principal at least three (3) days in advance of the activity by completing the In-School Fund Raising Activity Form.

- b. The approval or disapproval of out-of-school fund raising activities is delegated to the principal and superintendent/designee.
  1. The advisor will request approval from the principal and superintendent/designee for fund raising activity(ies) by completing the Out-Of-School Fund Raising Activity Form. The form will be completed based on the following timeline in the number of days specified in advance of the date the funds are needed. The purpose of the timeline is to encourage advance planning.
    - Less than \$2,500 (net) 30 days in advance
    - \$2,501 to \$5,000 (net) 90 days in advance
    - \$5,001 and above (net) 180 days in advance
- c. Restrictions
  1. The number of Out-Of-School fund raising activities that take place during any calendar month district-wide will be determined by the superintendent/designee.
  2. Any single fund raising activity or series of activities by the same organization that plans to raise \$5,001 (net) or more requires Board approval.
  3. No soliciting of merchants will be permitted without approval of the superintendent/designee.
  4. The district will not advance funds to any fund raising group or activity nor shall fund raising contracts be signed prior to approval.
  5. If elementary school students are soliciting funds, they shall be encouraged to solicit from families, close friends and neighbors rather than canvassing the entire community.
11. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy.
12. Charitable fund raising will not be allowed in a private capacity and must be through an ASB club or ASB activity. ASB groups are permitted to raise moneys for private purposes through fundraising or solicitation. Private purposes are defined as scholarships and charitable purposes only and shall be private non-associated student body fund money held in trust by the school district. Solicitation of funds for non-associated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds, and the fact that the District will hold the funds in trust for their intended purpose.
  - a. Proceeds cannot be split between schools and charities. All proceeds must go to a bona fide non profit organization (IRS 501(c) (3)) that has been approved by the Superintendent or designee.
  - b. All direct expenses for the event must be paid from the money raised and not from public funds.

- c. Prizes shall not be awarded from the proceeds of charitable fundraisers. Schools shall not receive rebates or commissions from charitable fundraising in order to not detract from the purpose of the event.
- d. As provided by RCW 28A.325.030, charitable purposes does not include any activity related to assisting a campaign for election of a person to an office or for the promotion or opposition to a ballot proposition.