

707 FUNDRAISING TO SUPPORT SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITIES

I. PURPOSE

Raising of additional funds to provide services for students or boost specific school programs needing financial help is supported by the school district. School-sponsored groups or organizations must receive school board approval prior to initiating any fundraising activity.

II. GENERAL STATEMENT OF POLICY

School District 206 supports fundraising activities which are designed to raise funds, provide services for students or boost specific school programs needing financial help. School groups or organizations raising funds must meet the established school district criteria to conduct their fund drives. National and international fundraising groups may apply for approval of specific fundraising activities through building principals.

III. FUNDRAISING CRITERIA

- A. Fundraising by school-sponsored groups and organizations must meet the following criteria:
- Enhance kindergarten through grade twelve student programs or activities
 - Avoid support for required instructional programming
 - Avoid starter fund support of a future ongoing expense
- B. Fundraising completed through the Community Education Program will meet the criteria established by the Community Education Policy and Community Education Advisory Council.
- C. Any expenditures from the fundraising event is the responsibility of the school-sponsored groups and organizations. (i.e. food, wages, supplies)
- D. The fundraiser is being conducted to boost services for students or boost specific school programs for students. The fundraiser cannot be done to benefit an outside group, organization or agency.

IV. SEEKING FUNDRAISING APPROVAL

- A. All fundraising activities shall receive building and program administrative support prior to seeking school board approval. Administrative support for fundraising activities will be based on the following guidelines:
- All groups and organizations must submit an annual fundraising proposal request packet for administrative review and school board approval. The packet will be formatted by the administration. Any additional requests, revisions and/or amendments must be submitted one month prior to the event.

- The purpose and needs for the activity are appropriate and consistent with the district's total educational program, including:
 - group/organization equity
 - gender equity
 - dollars to students involved equity
 - appropriateness of fundraising activity
- Fundraising by groups and organizations shall not negatively impact or jeopardize the school district's ability to financially support the identified service or program at the time of the request or in the future.

B. DEFINING FUNDRAISING EVENTS AND ACTIVITIES

An approved fundraising event or activity must meet the following considerations to be approved by the school board:

- An identified need must be established. Consideration for approval will include both public and private funding sources.
- Events during the school day shall be limited and not conflict with prescribed state and local food service and health regulations.
- Community solicitation, door-to-door sales, and students serving as work force for sales shall be limited.
- Parent notification is required prior to conducting any activity which involves community solicitation or door-to-door sales by students.
- The number of fundraising activities completed by elementary students (K-6) will be limited in scope and number.
- Funds raised by groups and organizations shall be accounted for by each group or organization in accordance with district accounting procedures.
- Funds raised requiring permits or other agency approval must be received prior to approval.
- Consideration will be given to private service versus private commercial gain on fundraising events that involve commercial businesses or companies (i.e. advertising).
- The district retains the right to determine whether or what form of recognition should be given to a private business or company in conjunction with any fundraising or donations.

V. ACCOUNTING OF RAISED FUNDS

- A. All fundraising events for school-sponsored or school-related activities will require each group or organization to use district accounting procedures. The funds will be accountable in the district's Activity Fund Accounts. All money collected from fundraising shall be kept in a building safe. All checks shall be made payable to the school or program and not to an individual. The business office will prepare an accounting report for each fundraising event and will furnish it to the group or organization upon request.
- B. The money raised from the approved fundraising event or activity will be allocated using a method mutually agreed upon by the administration and the designated

representative from the group or organization. All purchases will be completed using the school approved purchasing process.

VI. APPEALS

If the guidelines in Section IV are not met, the administration will not recommend approval of the fundraising activity to the school board. The group or organization may appeal all denied requests by the administration to the school board. The decision of the school board is final.

VII. NOTIFICATION OF FUNDRAISING EVENTS

The school district will maintain a record of all approved fundraising events by school groups or organizations in the district office. These events will be shared with the public upon request.

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Independent School District No. 206
Alexandria, Minnesota