

INTRODUCTION

Fundraising is an important component of community support that helps enrich the District’s educational programs at every level. Activities are permitted under this policy to raise funds to augment academic, co-curricular, and extracurricular programs and to engage parents, citizens, and community organizations in efforts to strengthen and enhance the programs and opportunities available to all students.

School-wide fundraising activities involving direct student participation shall be limited both in number and duration as to minimize disruption, subject to the discretion of the principal. Further, to protect students, parents, teachers, administrators, and the community from fundraising efforts that are exploitative, coercive, threatening to the health and welfare of students, or disruptive to the educational process, the following guidelines shall be followed.

DEFINITION

FUNDRAISER

A fundraiser is a social event or activity held for the purpose of raising money for an educational or school purpose that benefits the student body or an individual student group.

SERVICE PROJECT

A service project is a service activity held for the purpose of raising funds for a specific nonprofit organization. All proceeds earned shall be donated to the organization for which the activity was conducted. The type and number of service projects shall be determined by the principal.

SCHOOL-SPONSORED
FUNDRAISING
POLICIES

Fundraising activities by student groups or by others on their behalf, and/or for school-sponsored projects, shall be allowed, with prior approval from the principal, for students in prekindergarten through grade 12. Such projects shall be under the supervision of the project sponsor.

Participation in any fundraiser is strictly voluntary, and students shall not be required to participate. All documentation and/or advertising shall expressly indicate that the activity is voluntary.

Participation in fundraising may not impact the student’s grade.

Any fundraiser may offer an “opt-out” amount: a monetary amount parents may offer in lieu of participating in the fundraiser. The “opt-out” amount shall be determined by the project sponsor. Participation is not required.

To ensure compliance with the amateur athletics UIL rules and regulations, student athletes are allowed to participate in school fundraising; however, students may not accept prizes for raising the most money when fundraising efforts are limited to athletes only.

Student participation in approved fundraising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).

All fundraising projects shall be subject to the approval of the principal. The project sponsor shall be responsible for completing and submitting the required documentation to the appropriate individuals. [See FJ(EXHIBIT)]

All fundraisers shall be managed and included on the individual campus fundraiser calendar. A request shall be submitted by October 15 for the current school year for all fundraising activities, on or off campus. Requests submitted after October 15 may be considered and approved by the principal on a case-by-case basis.

Students shall not be allowed to participate in door-to-door solicitation for school-related projects, nor shall a “for-profit” company be allowed to use the name of the District or the name of an individual campus or program as part of a sales promotion.

To comply with IRS regulations, individual student accounts are not allowed. An individual student account is an account where the money raised by an individual is “set aside” (or accounted for) to offset the cost of a particular item, such as a class trip. All fundraising profits shall benefit “the student body or organization” as a whole.

ELEMENTARY SCHOOL
FUNDRAISING
ACTIVITIES

Fundraising activities for all elementary school organizations shall be subject to the following limitations:

1. Fundraising activities for students in prekindergarten through grade 5 shall be kept to a minimum. Principals, in cooperation with the PTA and booster clubs, shall emphasize direct adult supervision of student fundraising activities.
2. Prizes may be awarded for top individual sales but are limited to a maximum value of \$100 per award.
3. If activities are included during the school day as part of a campus-wide celebration at the conclusion of a fundraiser, then all students may participate in the activities regardless of the level of participation in the fundraiser.

INTERMEDIATE
SCHOOL
FUNDRAISING
ACTIVITIES

Fundraising activities for all intermediate school organizations shall be subject to the following limitations:

1. Prizes may be awarded for top individual sales but are limited to a maximum value of \$150.
2. If activities are included during the school day as part of a campus-wide celebration at the conclusion of a fundraiser, then all students may participate in the activities regardless of the level of participation in the fundraiser.

HIGH SCHOOL
FUNDRAISING
ACTIVITIES

Fundraising activities for all high school organizations shall be subject to the following limitations:

STUDENT FUNDRAISING
Request for Approval of Student Fundraising Activity

FJ
(REGULATION)

- 1. Prizes may be awarded for individual sales but are limited to a maximum value to be determined by the principal.
- 2. If activities are included during the school day as part of a campus-wide celebration at the conclusion of a fundraiser, then all students may participate in the activities regardless of the level of participation in the fundraiser.
- 3. The junior and senior classes shall be allowed additional fundraising activities. The number of fundraisers allowed shall be at the discretion of the principal.

Any exceptions to the preceding limitations shall receive approval in writing from the building principal and the appropriate assistant superintendent.

FOR OUTSIDE ORGANIZATIONS

Students shall not be permitted to participate in fund drives for non-school charitable organizations as official representatives of their school, unless the purpose of such participation is to receive instructional materials for use by the school in its established, preapproved curriculum. Such participation shall also receive advance approval from the principal. Students shall not bring to school items for sale by groups not related to the school.

BY OUTSIDE ORGANIZATIONS

No outside organizations of any sort may solicit contributions of any type from students within the schools.

LOSS OF CLASS TIME

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]

VENDOR REPRESENTATIVES

Before submitting fundraising information to the schools, all fundraising representatives shall register with the District's internal auditor and sign a form indicating that they understand the policy.

Principals are responsible for enforcement of the above administrative regulation.