

374R/665R FUND RAISING/STUDENT SALES: PROCEDURES

1. Background

- a. The name "Whitnall School District," names of individual schools, or the name of any school department shall not be used in connection with any fundraising activity unless specifically approved in accordance with Board policy and these procedures.
- b. A "fundraising activity" means any type of activity designed to raise funds for school related purposes. Fundraisers must receive prior approval from the Business Manager.
- c. All fundraising activities shall be conducted in accordance with School Board policies, municipal ordinances and state and federal laws. Fundraising activities should not be in violation of food service program agreements.
- d. Permission to conduct community sales may be approved or denied by the Business Manager depending on the type of product to be sold, quality of the product, consumer complaints regarding the product, cost of the product and other appropriate and reasonable criteria.
- e. Fundraising activities may be rejected if they are competing or duplicating the efforts of other fundraising groups and/or activities. They may also be rejected if deemed to not be in the best interest of the District.
- f. School materials or equipment purchased with the proceeds from a fundraising activity, require Principal approval.
- g. Organizations may be granted permission to fund the purchase of capital outlay equipment if approved in advance by the building principal and Business Manager per policy 656 "Gifts, Grants & Bequests," items over \$1,000 must be approved by the School Board.
- h. Once an organization sponsors a particular type of fundraiser, such as Coupon Books or Market Day, the organization has the first option to sponsor the fundraiser the next year.

2. Student involvement

- a. Students currently enrolled in grades four or lower may not participate in any community (door to-door) sales. Organizations or groups may forfeit their fundraising activity for the following year if they violate this rule. Fundraising by athletes must adhere to W.I.A.A. policies.
- b. Student participation in fundraising activities shall be voluntary at all times. Student grades shall not depend on involvement in the fundraising activity.
- c. Sale contests and awards requiring student participation and incentive programs are only permitted with prior approval of the building principal. Questions/concerns should go to the Business Manager.
- d. Fundraising activities involving students shall exclude all forms of gambling.
- e. Fundraising activities involving students shall exclude the promotion, consumption and availability of alcoholic beverages.

3. Staff Involvement

- a. A fundraising organization shall not give teachers, advisors, coaches or band directors "petty cash" fund or miscellaneous fund to use at their discretion. Professional standards of behavior and ethical considerations preclude representatives of any school fundraising organization from participating in hiring District staff.
- b. A fundraising organization or any outside organization is prohibited from giving staff members any type of personal gift, donation, favor or money.

4. Fundraising Application Procedures

- a. Every organization wishing to conduct a fundraising activity for the ensuing year shall submit an application to the building principal by the date designated by the Business Manager.

The application must:

- list all items to be sold
 - list any companies that are sponsoring the fundraising activity
 - include the reason for the fundraising activity
 - include a detailed itemization of how the funds will be used
 - include projected amount to be raised
 - include a calendar which outlines when the fundraising activity will be conducted.
- b. When a student group and their staff advisor decide to raise funds for a particular purpose, the advisor is to complete a Fund Raising Authorization Application. This application contains all pertinent information regarding the proposed fund raiser. No fund raising activity may be conducted until approval is received.
- c. Upon the recommendation by the principal, the Fund Raising Authorization Application will be submitted to the Business Manager for approval. No fundraising activity will be allowed unless the appropriate procedures are followed.
- d. The Business Manager or designee will notify each organization of the approval or denial of the application. The reason for any denial will be stated.
- e. Upon completion of the fund raiser, the staff advisor completes a Fund Raising Financial Report. This report summarizes the revenues and expenses of the fund raiser and must be reviewed and signed by the building principal. A copy is filed in the Principal's Office and the District Office if deemed necessary. The staff advisor should retain a copy for their records. The school bookkeeper should keep a file organized by date.

REVISED:

May 24, 2004; September 8, 2005; November 24, 2008; December 4, 2009