

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. FUNDRAISING GUIDELINES

- A. Approval
 - 1. Fundraising activities within a school building shall be approved by the building principal.
 - 2. Fundraising activities taking place outside of the school building shall be approved by the Superintendent or a designee on the required form. Each organization may conduct no more than one sale per school year off school property.
- B. Activity Advisor Responsibilities
 - 1. The advisor in charge of the fundraising project shall be responsible to the principal for keeping required sales and financial records.

2. All money that is raised by the fundraising activity shall be deposited in the school office as they are received.
3. No money may be disbursed from non-deposited receipts. No transactions will be done by cash.
4. No money may be placed in the advisor's personal checking account for safekeeping until remitted to the school office.
5. The advisor shall have personal responsibility for the money collected until they are deposited at the school office or turned over to the school administrator for handling.
6. At the fundraiser's conclusion, the advisor shall reconcile on a required form the funds collected to the sales and inventory records and submit this form along with all worksheets to the school office for review by the principal.
7. The advisor shall emphasize to the student group that money raised by the group belongs to the group and not to any one individual. Refunds to individual students shall be approved by the building principal.

V. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

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FUNDRAISING or SOLICITATIONS of FUNDS FORM

THIS FORM MUST BE COMPLETED PRIOR TO THE ACTIVITY Date: _____

District #518

1. Name of club or class sponsoring event: _____
2. Advisor's Name: _____
3. Fundraising Activity (What is to be sold?): _____
4. How do you plan on raising funds? (door to door, organization request, etc.) _____
5. If you are selling a product, what estimated percentage goes to the company and what percentage comes back to the school organization? _____
6. Dates on which the fundraising activity will take place: _____
7. What is your financial objective: _____

8. List of vendors: _____

9. What will the money be used for? _____

10. If requesting from an organization, who do you plan to request funds from and what amount of funds from each organization? _____

Is the request: on-going _____ one-time request _____

Have you requested funds from this organization before? _____
If so, how much did you request? _____
How much did you receive? _____
When did you request the funds? _____
What were the funds used for? _____

Note: Please remember that a financial statement will be required once the activity has been approved and completed.

Signature of Advisor: _____ Date: _____

Signature of Principal/Athletic Director: _____ Date: _____

Signature of the Superintendent: _____ Date: _____

Copy to: Person making request
Principal
Business Office file