

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 120
SECTION: PROGRAMS
TITLE: **FUND RAISING**
DATE ADOPTED: JANUARY 2004
DATE LAST REVISED:

FUND RAISING

All sales and / or solicitations by staff, faculty, and students for the purpose of selling merchandise, services, or obtaining money, are subject to prior approval by the administration.

No more than three (3) fund raisers may be running at a time.

Funds raised should be for a definite, clearly defined, pre – determined purpose or goal and must be sponsored by a school department or organization.

Fund raisers will have a clearly defined end date, no open ended fund raisers will be allowed.

A letter will be provided to parents and guardians with prior approval by the administrative team that explains the goals, costs, and dates no more than three (3) school days before any fund raising activities begin.

A permission form must be sent home at least (5) school days prior to students being given items, goods, or merchandise to be sold. This permission form must state that the student will be held financially responsible for lost items and the cost if these items are lost. The form must be signed by a parent or guardian and returned to the school before the student is given the items, goods, or merchandise.

Prior to any implementation of a fund raising activity, a presentation of the upcoming fund raiser must be made to staff at a staff meeting which are held bi-weekly.

Fund raising activities shall be carried out in a manner which does not infringe on the rights of individuals, restrict normal traffic flow, subject the individual to overzealous techniques and / or confrontation, nor create excessive noise, trash, or disturbance in the classrooms.

The exploitation of children for fund raising activities should be avoided. The time for assemblies for training of students as sales persons for their products should not be planned.

Student participation in fund raising activities will be voluntary.

No grade in course or subject will be affected by a student's participation or non – participation in a fund raising activity.

Students who do not participate in fund raising activities will not be penalized or discriminated against. Rewards for participation will not be considered discriminatory.

Incentives and rewards for whole classroom sales are encouraged instead of individual student sales to discourage overzealous competition.

In the case of raffle / chance tickets being sold for a fund raising activity, a stub on the ticket will be provided for records keeping.

In the case of raffle / chance tickets, the following information must be printed upon each ticket sold or shall be otherwise provided to each purchaser at the time of ticket sale (via handout):

- The date and time of the drawing
- The name of the organization conducting the raffle
- The price of the chance
- A full and fair description of the prize or prizes to be awarded
- The total number of tickets which may be sold

Once the drawing has been done for the prize from a raffle / chance ticket, the organization will obtain the names, addresses, and signatures of the winners of the top three prizes. The names of the winners will be provided to the general public.

Sales by individuals or organizations on school property which result in personal financial gain are prohibited. The reimbursement for legitimate, direct expenses incurred by organizations or their members for an event is not considered personal financial gain.