

FUNDRAISING ACTIVITIES ADMINISTRATIVE REGULATIONS

These administrative regulations shall serve to implement the Board of Education’s policy pertaining to fundraising activities. The Board of Education is not responsible for any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations.

Criteria for Fundraising Activities:

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each sanctioned fundraising activity shall have one adult designated with the overall responsibility for continuing compliance with the Board’s policy and these administrative regulations pertaining to fund-raising (the “Sponsor”);
2. The fundraising must have a purpose consistent with the purposes of the school district and be for the benefit of its educational programs, student groups or extra-curricular activities;
3. The fundraising must not be anticipated to bring additional costs to the school district;
4. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
5. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;
6. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;
7. The fundraising will not be considered an official endorsement of any business or product, and will not directly promote or result in private gain;
8. The fundraising must not be in conflict with any provisions of the school code or public law;
9. Door-to-door solicitations by students are prohibited by these regulations;
10. The fundraising must comply with all applicable provisions of Board policy and regulation relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Prior approval required:

Fundraising activities shall not be initiated until prior approval is secured as set forth in these regulations.

Requests for prior approval for fundraising activities anticipated to raise funds shall be made in advance in writing to the building Principal or his/her designee, at least one (1) month prior to the commencement of the activity. The Principal or his/her designee shall indicate his/her approval in writing to the organization applying for approval.

Use of Crowdfunding Activities

Prior to engaging in any crowdfunding activities (e.g. DonorsChoose, Kickstarter, GoFundMe, etc.) for the Board, its schools, classes, or extracurricular teams or clubs, and employee, student, parent support or other fundraising group must first apply in writing to the building Principal and receive prior approval for the crowdfunding activity as outlined above. Final approval from the Superintendent of Schools(or designee) is required for all crowdfunding activities.

Requests for approval of crowdfunding activities must include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images.

In addition to following the procedures outlined below for the handling of funds and record-keeping, the following additional regulations apply to funds received from crowdfunding activities. Any funds received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee, student, parent group, or other fundraising group. Crowdfunding activities must comply with all Board policies, regulations and procedures. Parental approval must be obtained prior to using student photos or sharing confidential student information.

Crowdfunding activities will not be approved for fundraising initiatives with an estimated cost of \$3,000 or less.

Handling of Funds and Record-Keeping:

The fundraising activity must comply with all applicable policies and procedures with respect to the processing of monies by staff members and/or students (e.g. school activity fund regulations and regulations pertaining to maintaining cash within classrooms or school buildings).

Sanctioned fundraising groups shall keep detailed and accurate contemporaneous records of the fundraising activity, with the Sponsor responsible for ensuring compliance with this requirement.

Such detailed and accurate records shall be subject to inspection by school officials at any time.

At the end of the activity, the Sponsor shall produce a final report showing the amount of money raised, the number of students who participated, the purposes for which the designated funds will be used, and any other information as may be required by the Principal and/or Superintendent of Schools.