

511L 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 nonapproved activities shall be considered a violation of school district policy. *Participation in nonapproved 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.
- F. *All requests for funds from organizations with gaming money need to be pre-approved by the superintendent. The request needs to include a signed LG503 form required by said organization.*

IV. CLASS FUNDS

The basic purpose of class funds is to provide for the cost of the Junior Prom and Banquet,

graduation, and other incidental expenses. The school board, through their administrators, is responsible for maintaining records and controlling and regulating class funds. State regulations and/or local school district policy restrict the disposition of class funds as follows:

- A. All assets are to be disposed of prior to graduation.*
- B. Class funds may not be held for future anniversaries or class reunions.*
- C. The balance remaining in class funds may not be divided equally among class members.*
- D. Class funds revert to the school district if remaining balances are not used for board-approved purposes.*
- E. Class funds cannot be used for class outings without board approval. The following is a list of suggestions deemed appropriate to dispose of class funds:*
 - 1. Scholarships*
 - 2. Academic Loan Fund*
 - 3. Charitable Organizations*
 - 4. Community Projects*
 - 5. School Projects*
 - 6. The disposition of class funds will be decided by June 1st by the senior class and advisors.*

V. ACTIVITY FINANCES

D. All activity finances will be handled through the principal's office. Sponsors of classes and organizations should see that the officers keep a record and receive approval from the principal for expenditures. Final approval and authority to sign checks rests with the superintendent. All advisors must sign all student activity claims. No account may have a negative balance.

VI. 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)