

**SCHOOL RELATED FUND RAISING ACTIVITIES AND SOLICITATION OF FUNDS**

The Superintendent or designee shall approve all fund-raising activities at least 15 days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract.

In order to minimize interruptions to the educational program, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

In an effort to provide guidance for charitable and school-related fund-raising activities, the following guidelines have been developed:

**Guidelines**

1. All organizations, e.g. Student Council, Project SAFE, PTA, and individual classrooms which conduct fund raising activities, are to prepare an individual plan, annually, and submit for principal's approval. Principals shall submit it to the Assistant Superintendent, Educational Services, or his/her designee, no later than October 1 of each school year. The plan shall include the purpose of the activity, length, and projected expenses, and income or donations.
2. The site administrator shall assure that clear communication with parents/guardians on the purpose of the fundraiser, prize values, and distribution is provided in written form to parents/guardians prior to the start of fundraising activities.
3. The principal will be responsible for determining the quality of items being sold for fund-raising activities.
4. Fund-raising activities shall be reflective of goals specified in the annual school plan.
5. In the event additional fund-raising activities are needed during the year, an addendum to the original plan shall be submitted to the Assistant Superintendent, Educational Services for approval, stating the purpose of the activity, length, and projected expenses and income or donations.
6. Fund-raising activities shall be designed for the purpose of attaining funds for specially planned activities and/or projects for the enhancement of the school or educational program at all grade levels, e.g., field trips, sixth grade camp and site improvement.
7. Fund-raising activities that provide individual student, class or group rewards will be allowed with the following stipulations: Individual awards or other incentives which identify donors and/or participants shall not be used.
  - a. Student participation shall be optional. Schools will not require, pressure, or influence children to participate in fundraisers against their will.

**SCHOOL RELATED FUND RAISING ACTIVITIES AND SOLICITATION OF FUNDS** (continued)

- b. If prizes are awarded, every child will receive a prize of some value at the conclusion of the fundraiser if they participate in the fundraiser.
  - c. School organizations that coordinate fundraisers will include additional confidential prizes for children who wish to participate but cannot because of hardship.
  - d. Companies that award prizes for selling items shall be chosen and approved only if they offer incentive prizes of value and appropriateness approved by the site administrator for all children who participate.
  - e. Class or group rewards will be allowed.
  - f. Schools may choose not to select fundraisers that award prizes.
  - g. Prizes awarded may not exceed a value of \$300.00 and must be appropriate for children.
  - h. Site administrators will be responsible to work with the school fundraiser coordinators and approve the value and appropriateness of the prizes.
  - i. Prizes shall not be distributed during the school day. The distribution of prizes shall not disrupt academic activities or instructional minutes at the school.
8. Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.
9. Funds earned shall benefit the student body or the group responsible for the activity, e.g., sixth grade camp and eighth grade excursion day.
10. Door-to-door fund-raising in the community is prohibited.