

719 STUDENT FUNDRAISING AND SOLICITATION

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 to conduct 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.

The school board recognizes that the proceeds from all fundraising and solicitation activities and/or events will be accounted for using generally accepted accounting practices.

III. DEFINITIONS

- A. Fundraising: Raising funds with direct benefit to the contributor.
- B. Solicitation: Contributions with no direct benefit to the contributor.

IV. FUNDRAISING

A. Fundraising by district students or employees for district programs:

1. The fundraising plan – outlined on a fundraising form – including the involvement of students or staff and the use of school facilities and equipment, must receive prior approval from the school principal.
2. All fundraising plans must have a stated purpose, duration, and fundraising goal.
3. A *fundraising application form* must be completed and turned into the principal prior to product being ordered or the event taking place.
4. The fundraising must occur as outlined on the *fundraising application form* and after receiving approval from the school principal.
5. The school may provide services, which may result in some funds raised, to students and parents in the following areas if approved by the building principal:
 - a. The principal or parent organization may arrange for a photographer to provide student pictures for purchase by parents or students on a volunteer basis.
 - b. School stores may be set up at school sites.
 - c. Senior high schools may initiate procedures for student purchases of class rings, graduation announcements, etc.

- d. Income derived from the sale of pictures or commodities to students or parents shall be used to promote the welfare of the students enrolled in the school and deposited in a school-controlled account.

B. Fundraising of students and employees by non-school organizations:

1. All non-school organizations must secure written permission of the building principal before being allowed to contact students or employees.
2. School facilities, communication systems, etc., may be used only if approved by the building principal.
3. All fundraising plans must have a stated purpose, duration, and fundraising goal.
4. A *fundraising application form* must be completed and turned into the principal prior to product being ordered or the event taking place.
5. The fundraising must occur as outlined on *the fundraising application form* and after receiving approval from the school principal.
6. Benefits to raise funds for employees or students must be approved by the principal if the benefit occurs on school property.
7. Parent-teacher organizations may conduct fundraising with the approval of their governing board(s) and the prior approval of the school principal.

V. SOLICITATION

- A. Community solicitation by students or district employees for district programs is only allowed with the approval of the School Board.
- B. Solicitation of students and employees for charities.
 1. The school principal must review and must give approval prior to a charitable drive taking place.
 2. No unreasonable pressure for contributions may be exerted on students and employees.
 3. Parent-teacher organizations may conduct solicitations with the approval of their governing board(s) and the prior approval of the school principal.

Legal References:

- Minn. Stat. § 120A.20 (Age Limitations; Pupils)
- Minn. Stat. § 123B.09, Subd. 8 (Duties)
- Minn. Stat. § 1238.36 (Authorized Fees)

Cross References:

- Policy 506 (Student Discipline)
- Policy 905 (Agents and Solicitors)

Fundraising Application Form

This form must be completed in its entirety and returned to the principal in your respective building. If the fundraiser is approved, all proceeds from the sale need to be turned in to the appropriate person at the school. Those groups also need the approval of the principal, but are responsible for their own bookkeeping.

Organization seeking approval: _____

Adult in charge of fundraiser: _____

Adult's phone number(s): _____ (office) (home) _____ (mobile)

Adult's e-mail address: _____

Specific purpose of fundraiser: _____

Student Activity Account in which the proceeds will be deposited: _____

Does this fundraising effort have as its purpose the replacement of someone or something that was discontinued as a result of a previous budget cut? (Circle one of the following.) Yes No

If yes, briefly explain:

Fundraising goal (\$): _____

Name of outside vendor to be used: _____

Item(s) to be sold: _____

Cost of item(s), personnel, trip, etc. that profits will be used to pay for: _____

Potential buyers include: _____

Percentage of profit to be made from sales and guaranteed by vendor: _____

Proposed start date of fundraiser: _____

Proposed end date of fundraiser: _____

Location of fundraiser- (Will school facilities be used?): _____

Signature of Adult in Charge

Date

This fundraiser has been: _____ Approved

Denied

If denied, the reason is: _____

Signature of Principal

Date