

# STUDENT FUNDRAISING ACTIVITIES GUIDELINES

## Policy 374 Rule

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In an effort to protect students, their families and the community from excessive fundraising activities that may place a financial burden on students' families and the community, these administrative rules are to guide the implementation of the district fundraising policy (board policy 374). Student fundraising activities should be managed so they:

- Serve a worthwhile or educational purpose
- Promote the education welfare of students
- Not detract from students' time and energy on the educational program
- Not unduly burden the community.

All fundraising projects and activities must have prior approval of the building principal or athletic director. Adult school-related groups or support groups are expected to abide by the district's fundraising policy and administrative rules if students are involved in the fundraising activities. Any fundraising activities for charitable organizations, which are promoted by school personnel or groups organized for the purpose of supporting the schools and are conducted with the school or involve students, are also subject to the fundraising policy and administrative guidelines.

The following guidelines must be adhered to when conducting fundraising activities in the district:

- No quotas may be set for individual students and shall be strictly voluntary.
- Donations are also to be voluntary.
- No pressure shall be exerted that compares the giving (fundraising) of one student with the giving (fundraising) of another.
- Students under the age of 12 shall be permitted to participate in a fundraising sale provided written approval has been obtained from the student's parent or guardian.
- Students under the age of nine must be physically accompanied by a parent or a person at least 16 years of age when working in a fundraising sale.
- No fundraiser shall last longer than two weeks, unless prior approval has been obtained.
- All funds originating from school –sponsored fundraising will be processed through the school activity fund.

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- All funds originating from school-sponsored fundraising projects shall be the property of the student groups.
- A school's name shall not be used in connection with any fundraising unless prior approval has been obtained.
- Following the end of the fundraising activity, a financial report shall be submitted to the building principal
- In the case of raffle fundraisers, building principals are responsible for the appropriate raffle license and the completion of the required state paperwork.
- Any fundraising activity involving the sale of food before or during the school day shall be limited to food items that (1) meet the minimum nutrition standards for foods sold outside of the school meal programs before and during the school day as established by the U.S. Department of Agriculture (USDA); and (2) meet other applicable District-established nutrition guidelines. The building principal may allow a limited number of fundraisers by student groups involving the sale of food items that do not meet the required nutrition standards, consistent with the limits established by the Department of Public Instruction (DPI).

### Legal References:

### Cross References:

**Adoption Date:** 6/19/2006

**Revised/Reviewed Date:** 6/25/2018, 1/24/2022