

## **Student Fundraising for Charitable Purposes**

Student groups within the Associated Student Body may decide to conduct fundraising activities for charitable purposes. Written pre-approval of the Associated Student Body Student Council and the principal are required before planning or conducting any fundraisers. All fundraising activities and processes will be in accordance with all applicable laws and regulations and funds will be transmitted intact to the district depository bank as soon as possible after collection. The fundraiser may be to benefit an individual, group or charitable organization in need.

### **Fundraising Activity Form**

A Fundraising Activity Form will be completed for the charitable fund-raiser. This form will list the charitable purpose of the fundraiser, the beneficiary, sponsoring ASB club(s) or group(s), the type of fundraising activity that is to be conducted, effective dates of the fundraising activity, signature of sponsoring team leader (student in charge), advisor, School Business Manager, an ASB student officer (indicating student body council pre-approval), and the signature of the school principal indicating preapproval. Preapproval is also required from the Superintendent or designee.

Prior to signing the Fundraising Activity Form, the principal will take reasonable steps to insure that the proposed beneficiary is a legitimate charitable organization or cause.

The form will provide for an accounting of costs and revenues associated with the fundraiser and will include a checklist of items that must be observed in conjunction with fundraising. Both the sponsoring student team leader and activity advisor will initial that the checklist has been observed.

### **Fundraising Process**

The fundraiser will follow all applicable Nine Mile Falls School District Policies and Procedures as well as state laws applicable to the conduct of fundraising activities and the handling of public funds. The following items must specifically be adhered to:

1. Money, inventory, and other assets must be secured.
2. Appropriate record keeping forms must be used to document details of the fundraiser.
3. Money must be deposited intact\* to the ASB Fund in a timely manner and according to district guidelines.
4. A financial summary must be completed at the end of the event (see Fundraising Activity Form).
5. The charitable fundraiser is a private activity. Public funds (i.e. a club's ASB fund balance or other public money) may not be used to contribute to the charitable fundraiser.
6. All charitable fundraisers will be accounted for in a separate ASB 6000 series account separate from any other fund raising activity.
7. The district shall withhold an amount (or otherwise be compensated) for the direct cost of its services when appropriate.

- \* Money received from any fund-generating activity will be deposited in the same form it was received, i.e. checks may not be cashed and change must not be made from these funds. Also, purchases of supplies, materials, or services may not be made from these funds.

### **Disbursement of Funds**

Charitable fundraising is a private activity and district funds (including ASB funds) cannot be used to offset, front-fund, or pre-pay expenses. All expenses, including start up costs, must be paid from the proceeds of the fundraiser or by donation. *Note: Reimbursements following the fundraising event(s) are allowable if proceeds are sufficient to cover the amount.*

Funds will be disbursed in the same manner as any other ASB expenses. In the event that the beneficiary is an individual, disbursement of funds will not be made directly to that individual. Instead, funds will be paid to an established entity (company, institution) on behalf of that individual. When the beneficiary is an individual, he/she may be reimbursed for the exact amount of applicable expenditures upon submission of itemized receipts for funds paid, but only for expenditures relating to payments for items for which the charitable fundraiser was intended.

If the private fundraiser loses money, the activity that sponsors the event must pay for the shortage out of its regular account. Therefore, ASB Student Body and the principal will ensure that the activity has sufficient funds in its account to pay for the shortage prior to approving the fundraiser.

### **Notification**

Anyone contributing to a fundraiser must be notified of the intended use of the proceeds and that the proceeds are not ASB funds, but will be held in trust by the district exclusively for the specified purpose. Notification can be on a sign, posted in plain view of where money is exchanged; on preprinted cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts.

The following language must be used for notification:

*“Proceeds from this event will be donated to \_\_\_\_\_. “Funds collected are not Associated Student Body (ASB) funds, but will be held in trust by the Nine Mile Falls School District exclusively for the specified purpose.”*