

## **Student Fund Raising Activities**

Guidelines for student fund raising activities are as follows:

- A. Student participation must be voluntary.
- B. The fund raising activity must be such that it is not likely to create a poor public relations image.
- C. Fund raising activity efforts must not interfere with the educational program.
- D. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
- E. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
- F. Sponsorship of fund raising activities by schools' official parent groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
- G. The following fund raising activities are approved:
  - 1. Sales of goods (candy, T-shirts, etc.), magazines, apples (if maintained in cold storage),
  - 2. Car washes, school supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners,
  - 3. Paper drives, bottle drives, etc. that do not interfere with the school day,
  - 4. Carnivals when organized and supervised by the school and/or the recognized parent group,
  - 5. Skating and bowling parties provided there is adequate supervision and liability protection,
  - 6. Bandathons, bikeathons, and walkathons,
  - 7. Basketball games if liability insurance for participants and facilities is included in the contract, and
  - 8. Talent, variety, musical, and drama productions (after school hours).Any major purpose fund-raising activity that is not listed above must have the approval of the superintendent.
- H. Fund-raising activities in excess of \$5,000 must be submitted by the principal to the superintendent for approval. Application for approval must include:
  - 1. The sponsoring group,
  - 2. The proposed activity,
  - 3. The manner in which the money is to be collected, and
  - 4. The purpose.
- I. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy.

- J. Any outside group other than an official school-parent group must have central office approval before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
1. Must work through established official parent organizations and not with or through student body organizations or the administration.
  2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fund raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fund raising.
  3. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fund raising activity.
  4. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students through the school office.
- K. Student fund-raising for charitable, scholarship or student exchange purposes is permissible when specifically pre-approved by the building principal and district central administration. Funds raised by students for charitable purposes will be considered non-associated student body private funds and will be subject to all district fund-raising policies and procedures. These funds will be held in trust in one or more separate accounts within the district ASB fund or in a separate trust fund of the district and will be disbursed for the purpose determined by the student group(s) conducting the fund-raiser as approved by the building principal and district central administration. These fund-raising activities are subject to the following requirements:
1. The district will withhold an amount (or otherwise be compensated) for the direct costs of its services.
  2. The student group sponsoring the fundraiser will obtain prior approval of the building principal and district central administration (and student body council if the fundraiser is sponsored by an ASB activity group) on the appropriate form.
  3. Notice must be given to supporters and prospective donors or customers of the intended use of the proceeds and that the funds are not ASB funds but proceeds will be held in trust by the school district exclusively for the intended purpose.
  4. As provided by RCW 28A.325.030, charitable purpose does not include any activity related to assisting a campaign for election of a person to an office or for the promotion or opposition to a ballot proposition.
  5. A reconciliation of the fundraiser must be conducted after the fundraiser is completed.
  6. Handling of all funds associated with the fundraiser will be in accordance with applicable, laws, rules and regulations regarding cash-handling and the safeguarding of public money applicable to the ASB Fund except that funds may be disbursed to or for the intended recipient of the fundraiser for intended private purposes.
  7. Fund-raising will not be conducted for the purpose of benefitting any religious group(s) or association(s).

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