

Administrative Regulation**COMMUNITY RELATIONS****Fundraising Projects**

Fundraising activities conducted during the school day shall not interfere with the usual conduct of the school and shall involve a minimum of interference with classroom instruction.

Each principal must give careful consideration to the number and extent of fundraising activities so that the efforts do not become a burden or nuisance to students, staff, parents/guardians, or the community. Staff shall limit fundraising activities to the appropriate number and time periods designated by the principal.

Fundraising activities shall be conducted in a manner that does not jeopardize student safety. Door-to-door sales by students to conduct fundraising are not allowed without direct adult supervision.

Lotteries and other games of chance are considered forms of gambling; therefore such activities are not permitted as part of the fundraising activity. Raffles will only be permitted if it satisfies all of the following requirements,

- 1) It involves a general and indiscriminate distributing of tickets
- 2) The tickets are offered on the same terms and conditions as the tickets for which a donation is given
- 3) The scheme does not require any of the participants to pay for a chance to win

All fundraising activities must be approved by the Superintendent or designee at least 15 days before the activity. If the event involves a contract with a commercial vendor, the contract shall be reviewed and approved by the Superintendent or designee.

For all fundraising activities, the following must be submitted prior to approval,

- 1) A Request for Approval form
- 2) An initial Income Statement of Fundraising Activity form projecting the estimated revenue, expenses, and net profit
- 3) Copies of any advertisement used to promote the activity

The principal or designee shall ensure that letters are sent to parents/guardians regarding all fundraising activities. After the fundraiser is held, parents/guardians shall be told how much money was raised and how the money was spent. Parents/guardians shall be encouraged to offer their suggestions for the use of money raised to improve school facilities or to finance supplementary education

All funds raised shall be deposited in accordance with the business practices of the district. Each deposit shall have the corresponding fundraising approval number indicated on the deposit transmittal documents. A final Income Statement of Fundraising Activity form shall be submitted at the conclusion of the activity.

Individual awards or other incentives which identify donors/participants shall not be used. Schools may recognize groups or classrooms that have reached targeted fundraising goals.

Any assemblies or prizes given to students must be conducted and/or distributed during non-instructional time. Instructional time may not be used for fund-raising activities unless there is substantial educational value to those activities.

In keeping with the concept that school-sponsored activities should raise social awareness as well as funds, at least one of each school's yearly activities is recommended to be held for the benefit of a worthwhile humanitarian cause rather than to finance school trips or equipment.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school or school-related organization.

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.

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