

UNITED SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

229-AR. STUDENT FUNDRAISING

Fund-raising activities to be conducted by the Parent/Teacher Group (PTG) and other booster and support organizations, exclusive of approved elementary sporting organizations, the proceeds of which are to be used in support of programs of the United School District, shall be considered a part of the district's efforts to provide revenue for district endeavors. Therefore, all such fund-raising efforts must be approved by district administrator prior to being conducted.

Organizations that wish to conduct fund-raising activities should make application to the principal of the school involved for permission to conduct the fund-raiser. The application should include information concerning the type of activity proposed, the potential use of the revenue, the proposed involvement by school children, and any other pertinent information which might be requested by the administration. Forms for making such application are available in the main offices of each building or in the Central Administrative Office.

Administrators shall approve such activities in their building when they are assured to their satisfaction that the activities adhere to safety concerns, that the activity is consistent with the school's and the district's educational objectives and community standards, and that students are not being exploited or forced to participate. The building administrator must also be assured that the activity does not violate Federal, state, or local laws. Once approved, the activities become "authorized" activities of the United School District and the organizational leaders shall become "authorized volunteers" of the district for liability purposes. The building administrator, upon approving an application for a fund-raiser, shall provide the Superintendent's Office with a copy of the approval application and the Superintendent shall maintain a file of current fund-raising activities for review by Board.

In order to coordinate all sales and solicitations in any building, the application form should be submitted to the school office at least two (2) in advance of the projected sales period.

Student fund-raisers should, where possible, adhere to the following guidelines:

1. For safety reasons, the Board of Education strongly discourages door-to-door sales by any student(s) unless accompanied by a parent or parents. Students should not be used as door-to-door sales agents.
2. Whenever outside companies or agencies are used for fundraising projects by school or school-related organizations, the quality of the product and the reputation of the firm must be considered. Their use must be scrutinized by the organization leadership and approved by the building administrator. In addition, any related contracts must be reviewed and approved by the Director of Finance before being signed.

No. 229-AR STUDENT FUNDRAISING

3. No money should be given to vendors prior to delivery of services. If up-front money is required, the school(s) should keep the funds until the product is delivered.
4. Fundraising projects should be limited to two (2) per year per organization and be beneficial to students. Additional fundraisers will require Board approval.
5. Items sold should be in good taste and appropriate to potential customers, e.g. age, economic status.
6. No student can be required to participate in a fundraiser.
7. The school shall not be associated in any way with fundraising activities that involve the use or sale of weapons, alcohol, tobacco or any other abusive substance in any form.
8. Acceptable methods of fundraising include, but may not be limited to, the following:
 - a) Bake sales
 - b) Car Washes
 - c) Concession stand sales for one season of one activity
 - d) School dances with proper planning and supervision
 - e) Sale of school-oriented products, i.e., buttons, shirts, sweatshirts, pennants, tote bags, etc.
 - f) Nutritious food items, such as fruit, pizza, etc.
 - g) Non-food items, such as gift wrap, gift bags, ribbon, cards, etc.
 - h) Athletic events, concerts, recitals, dramatic performances, when held after school hours
 - i) Student and/or class photographs
 - j) Operation of school stores
 - k) Fairs, such as book fairs, fun days, etc.
 - l) Seasonal gift items
9. School-wide fundraising (drives) for charitable organizations shall be limited to two (2) per year per school. For other school-sponsored fund-raisers for charities that do not involve solicitation by students (generally door to door), there are no restrictions on the number of fund-raisers in this category. However, the sponsor of the organization must make application to the appropriate building principal on the designated forms for approval and coordination of scheduling to avoid conflicts in the fund-raising calendar.

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.