

STUDENT SOLICITATIONS/FUNDRAISING ACTIVITIES

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds, or securing participation in non-school related activities and functions.

The principal must obtain written approval from the superintendent or designee for all school fundraising activities. Authorization should include the following information:

- A description of the proposed fundraising activity;
- Purpose of the fundraising activity;
- Amount of money needed and proposed uses;
- Present balance of affected fund and/or accounts;
- Expected student involvement in fundraising activity (school- wide or individual class or club);
- Anticipated beginning and ending dates; and
- Margin of profit and how it is to be paid to the school.

To document that profits from fundraising activities were expended for purposes for which they were raised, a designated employee should prepare a fundraiser summary report. This report would include a summary of expenditures showing how the profits were used. This form should be prepared and filed in the school office as close as possible to the time that the money is expended. In the event that there excess proceeds or there is a change in the authorized purpose for the funds raised, these changes must be approved by the superintendent or designee in writing.

Each school may have two major fundraising activities each year following the above listed requirements. One activity may occur in the first half of the year and one activity in the last half of the year.

PTA/PTO/Parent group fundraising activities are not included in these requirements. These monies are not directly in control of the principal and are not placed in the school's bank account. Principals should monitor these fundraising activities to ensure that students are not exploited as noted above.