

# Superintendent Procedure 3530SP

## Fundraising Activities Involving Students

Approved by: s/Larry Nyland Date: 10/15/14

Dr. Larry Nyland, Interim Superintendent



Student fundraising activities are subject to the authority of the principal as delegated by the Superintendent and School Board. General guidelines for student fundraising activities follow. The policy will be implemented in accordance with the detailed procedures found in the *Associated Student Body Procedures Manual (ASB Procedures Manual)*.

- A. Proceeds from fundraising activities occurring during the school day, on district property and/or conducted under the supervision of the district are ASB monies and as such must be deposited into the district's ASB Program Fund.
- B. Activities must be lawful, compatible with district goals, support the extra-curricular programs of the school, and promote respectful public relations.
- C. Activities must not interfere with or substantially disrupt the educational program, or adversely affect school district operations.
- D. Student participation must be voluntary.
- E. All activities conducted by the ASB or sub-groups thereof must conform to district fiscal procedures and accounting requirements as published in the *ASB Procedures Manual*.
- F. If activities are co-sponsored by a student organization and an official, principal-approved school-parent organization, working relationships and subsequent arrangements for accounting responsibilities and for proportional sharing of expenses and proceeds shall be made prior to initiation of fundraising.
- G. Any outside organization, group, or individual other than an official school-parent organization must have the principal's approval before conducting fundraising activities within a school or schools. Such outside organizations when permitted to raise funds from or through students must:
  - 1. Work through an official school-parent organization;
  - 2. Utilize a school-parent organization's normal method of communication to provide information concerning the fundraiser. Signage and/or brochures explaining the activity may be available to students in school locations designated by the principal for community publicity;
  - 3. Limit collection of money under supervision of an official school-parent organization to time, manner, and location approved in advance by the principal; and
  - 4. Reimburse the district for use of any materials, equipment, facilities, or other resources.

- H. Any fundraising activities dealing with the sale of food items sold outside of the school meal program and from midnight to thirty (30) minutes after the last class ends, must meet the USDA's current Smart Snacks In School Standards and must meet the district's nutritional policy and procedures.
- I. Charitable fundraising must be through an ASB club or ASB activity and will not be allowed in a private capacity. ASB groups are permitted to raise moneys for private purposes through fundraising or solicitation. Private purpose is defined as for charitable purposes only and shall be private non-associated student body fund money held in trust by the school district. Solicitation of funds for non-associated student body fund purposes must be voluntary and must be accompanied by notice of the intended use of the proceeds, and the fact that the district will hold the funds in trust for their intended purpose.
1. Proceeds cannot be split between schools and charities. All proceeds must go to a bona fide 501(c)(3) IRS recognized non-profit organization that has been approved by the Superintendent or designee.
  2. All direct expenses for the event must be paid from the money raised and not from public funds.
  3. Prizes shall not be awarded from the proceeds of charitable fundraisers. Schools shall not receive rebates or commissions from charitable fundraisers in order to not detract from the purpose of the event.
  4. As provided by RCW 28A.325.030, charitable purposes 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.

Approved: October 2014

Revised:

Cross Reference: Policy No. 3530