Superintendent Procedure 6102SP

Fundraising

Approved by: s/Larry Nyland Date: 5/17/17

Dr. Larry Nyland, Superintendent



Procedure

It is the policy of the Seattle School Board to authorize fundraising activities where such activities:

- 1. Further promote education and provide educational experiences for District students:
- 2. Address local funding needs or obligations to support the District's Strategic Plan and extracurricular programs and activities or its schools; and/or
- 3. Promote the effective, efficient, or safe management and operation of the District.

Fundraising activities shall comply with district cash handling, procurement, fixed assets, and gifts and donations policies. Donations made to the District must be deposited into a District designated bank account within 24 hours of receipt, in accordance with state law and Policy No. 6114.

Fundraising activities shall not interfere with the operation of school programs and functions.

Proposals for District fundraising programs shall be reviewed and approved in advance by the superintendent or designee to ensure compliance with the following procedures. The Superintendent or designee shall make all compliance determinations.

The following considerations shall be taken into account when planning fundraising activities:

- A. Any fundraising activity charging fees shall satisfy the following criteria:
 - 1. Fees for persons attending or participating in such programs shall only be charged when attendance or participation is optional, not mandatory;
 - 2. Students shall not be charged a fee to enroll in a curriculum-based activity that involves a District fundraising activity;
 - 3. A program shall not be created or continued that will require the allocation of District funds when program-specific resources are insufficient or exhausted; and
 - 4. Fundraising activities shall be in compliance with WAC 392-138-105 regarding any waived or reduced fees.
- B. Any fundraising activity characterized as a "business enterprise" (defined for these purposes as any non-Associated Student Body activity which sells goods or services

for district-related purposes on an ongoing basis) shall satisfy the following criteria:

- 1. Such "business enterprises" shall sell products or services that are appropriate for the program's educational purposes and/or promote the effective, efficient or safe management and operation of the District;
- 2. Such enterprises shall not be created solely for commercial purposes;
- 3. Such enterprises shall purchase inventory in accordance with applicable District policy and/or practices; and
- 4. A business enterprise program shall not be created or continued which will require the allocation of District funds when program-specific resources are insufficient or exhausted.
- C. Any fundraising activity using donated personal items or services for an auction sale and/or raffle shall satisfy the following criteria:
 - 1. Donated items or services must be free from health and/or safety hazards;
 - 2. Donated items or services must be given voluntarily by individuals or businesses; and
 - 3. Appropriate solicitation on the part of students, parents and appropriate District personnel is permissible with prior written approval from the building administrator, but actions of students and parents cannot bind the District to any contractual obligations.
- D. Any fundraising activity that requires the contracting with a third-party vendor or promoter shall satisfy the following criteria:
 - 1. The contract shall align with the objectives outlined at the start of this procedure; and
 - 2. The district shall enter into contracts consistent with District policies and with appropriate authorization of the Superintendent or designee.
- E. Any fundraising activity involving the production and/or sale of goods or services, such as a vocational education program, shall satisfy the following criteria:
 - 1. The Superintendent or designee must authorize the sales of any good produced and/or services provided by the education program;
 - 2. The proceeds from the sales shall be used to enhance or to expand the educational program;
 - 3. All goods produced or services provided from an educational program shall be assigned to or owned by the District; and
 - 4. Individual compensation for the sale of goods produced or for the services provided shall not be permitted, except as authorized by the Superintendent or designee, in accordance with applicable laws and District procedures.
 - F. Fundraising activities selling surplus school personal property shall satisfy the following criteria:
 - Such programs shall not violate applicable state law or school policy governing the sale, lease or rental of surplus and obsolete personal property; and

- 2. Such programs are permitted only as provided in RCW 28A.335.180.
- G. Fundraising activities through online crowdsourcing sites are permissible to use to solicit non-cash donations of supplies, material or equipment under the following criteria:
 - 1. Prior written permission is received from the Superintendent or designee before posting the request;
 - 2. All items are shipped to directly to the District's central warehouse;
 - 3. Supplies, materials, or equipment are consistent with District standards;
 - 4. Once donated, all supplies, materials, or equipment become property of the District; and
 - 5. All fixed assets (equipment) are barcoded and added to the sites inventory list.

DonorsChoose is one example of a site that meets the above criteria.

- H. Per state regulations, use of the following crowdsourcing sites is not permitted:
 - 1. SnapRaise;
 - 2. GoFundMe;
 - 3. Indiegogo;
 - 4. Kickstarter; or
 - 5. Any other site where cash donations are made through the third-party vendor and the third-party vendor receives a percentage of the amount of the donation as payment for services.

Private individuals may use a crowdsourcing site and donate to the District. However, the individual may not use District assets or resources when engaging in private crowdsourcing activities. Also, District employees acting as private individuals shall not represent themselves as agents of the District nor engage in such activities during normal paid staff time.

Approved: May 2017

Revised:

Cross Reference: Board Policy No. 6102