

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities will be approved, in advance by the administration and School Board by September 30th for the year. Participation in non-approved activities shall be considered a violation of school district policy.
- C. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- D. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. PROCEDURES

- A. The fundraising activities will be approved by September 30 of each school year. Any activities that are approved may begin on October 1st of each year. The approvals are effective from October 1 through the last day of each school year. This process needs to be followed for each school year. Each fundraising activity needs to be approved each school year.

- B. Fundraising activities provide groups and organizations with a stream of funding outside of the normal school expenditures and also promote a sense of awareness and cohesiveness for these groups. The School Board recognizes the need for fundraisers and through this procedure hopes to establish fundraising guidelines.
- C. The Principal and Superintendent will consider the frequency, the appropriateness of the activity or product, the location of the fundraiser activity, equity of fundraising by the various organizations, the objectives of the fundraising and other factors pertinent to fundraising.
- D. Fundraising events need to be respectful of the community and demands on their generosity. For that reason, limits will be placed on fundraisers by type and total awarded to each group. A maximum of six (6) fundraising requests per group per school year will be considered.
- E. All fundraisers need to be raised by students and the proceeds can only be used for the students benefit only.
- F. Fundraising events will not be allowed to duplicate services and in effect compete with each other.
- G. Pre-established and or existing fundraisers will generally have precedence over new requests.
- H. Without special permission, a fundraiser cannot directly compete with the school or a pre-approved school contracted agent. (examples: concession stand, food service)
- I. Students who sell a product outside of the school environment must be able to identify themselves, their organization, and fundraising purpose. Student safety is first consideration in determining the plan for participation. Door-to-door sales are discouraged; but if approved, K-8 students must have a parent or guardian with them and 9-12 must travel in groups of two or more. Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff will not use their positions of influence to pressure students to participate nor will students who do not participate in any way be penalized.
- J. All fundraisers that sell food to students during the school day are required to follow USDA's competitive food standards. The hours for the school day are midnight to 30 minutes after the official school day, at the high school that would be 3:45 pm. If you are having an event during the school day, you will need to contact the Food Service Director so they may see if the product passes the USDA rules and guidelines. If the event is after 3:45 p.m. it no longer needs to comply with the School District Food Service standards.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)