

STUDENT FUND RAISING

For all fund-raising activities occurring on School premises or at a School-sponsored event, or involving students or School employees, the following conditions shall be met:

1. All fund-raising activities shall be approved in advance by the Executive Director or his/her designee.
2. Student participation in fund-raising activities shall be voluntary and shall be approved by the Executive Director or his/her designee. Moreover, students may participate in fund-raising activities occurring off of School premises only with written permission from their parents.
3. Instructional time shall not be used to organize or conduct a fund-raising activity. Likewise, fund-raising activities shall not interfere with any co-curricular or extra-curricular activity.
4. Fund-raising activities which require students to provide a service or physically exert themselves shall be supervised at all times by a School employee.
5. All merchandise contracts shall be reviewed by the Executive Director or his/her designee prior to execution. It is recommended that said contracts shall be based on existing cash fund balances and specify that any merchandise which is unsold and is resalable may be returned for full credit.
6. Any student or School employee collecting receipts or receiving a contribution, gift, or bequest shall deposit such money or item with the Fiscal Officer within 24 hours of receipt.
7. The School advisor, coach, or supervisor for the fund-raising activity shall prepare records of the activity, including amount of merchandise received, sold, and returned; receipts for merchandise; merchandise contracts; names and contact information of individuals and organizations involved with the activity; and any other relevant information. The original records shall be provided to the Fiscal Officer for maintenance in accordance with the School records retention schedule; one copy of the records shall be maintained for the benefit of the student group or activity.
8. The Executive Director may make exceptions to this policy based upon the particular needs of a fund raising activity or student activity group.

Adopted: June 19, 2017