

STUDENT FUND RAISING

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

1. All fund-raising activities shall be approved in advance by the Superintendent or his/her designee.
2. Student participation in fund-raising activities shall be voluntary and shall be approved by the Superintendent or his/her designee. Moreover, students may participate in fund-raising activities occurring off of District 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 District employee.
5. All merchandise contracts shall be reviewed by the Superintendent or his/her designee prior to execution. It is recommended that said contracts specify that any merchandise which is unsold and is resalable may be returned for full credit.
6. Any student or District employee receiving a contribution, gift, or bequest shall deposit such donation with the Chief Financial Officer within 24 hours of receipt.
7. The Superintendent or designee may make exceptions to this Policy based upon the particular needs of a fund raising activity or student activity group.
8. The need for the fund raiser is documented and will benefit the club, team, or activity that sponsors the fundraising event.