

## **Fund-raising Activities Involving Students**

### **Purpose**

This procedure provides guidance to administrators and staff concerning fund-raising activities at school and the solicitation of funds from students, employees and the community.

### **Scope**

This procedure applies to the Superintendent, administrators, staff, students, parents and guardians, volunteers, and community members and organizations.

### **Procedure**

#### **1. INTRODUCTION**

- 1.1. Student involvement in associated student body (ASB) and related fund-raising activities outside the curricular program are an integral part of the complete educational program. Student participation in these activities enhance a student's educational experience and enrich classroom learning by providing first-hand experiences in teamwork, social interactions, goal setting, planning, and problem solving.
- 1.2. Extra-curricular fund-raising efforts should not interfere with the educational program. Instructional time should not be used for student fund-raising and related business. Such activities should occur outside of instructional time and, during the workday, minimal staff time (for example, 15 minutes) may be devoted to fund-raising and related activities. The exception will be for learning activities that involve fund-raising, which should align with district curriculum and standards.

#### **2. GENERAL REQUIREMENTS FOR ASB FUND-RAISING**

- 2.1. All fund-raising activities at school must be aligned with the mission statement of the district (Policy #0530) and should never create a poor image in public relations.
- 2.2. All fund-raising activities must be approved by the principal or designee in advance. Fund-raising activities expected to exceed \$5,000 must be submitted by the principal to the Superintendent for approval. The application for approval of an activity should include, at a minimum:
  - (a) The sponsoring group.
  - (b) The proposed activity.
  - (c) The manner in which money will be collected.
  - (d) The purpose of the funds.
- 2.3. ASB fund-raising activities and the monies generated therefrom will be distinguished as either ASB/club activities (public, associated funds) or charitable activities (private, non-associated funds), and will be managed according to appropriate district policies, procedures and state regulations.

- 2.3.1. Certain criteria must be met to determine whether an activity, purchase or event is an ASB activity:
  - (a) Students are involved.
  - (b) The activity is of a cultural, athletic, recreational or social nature.
  - (c) The school and/or district name is used.
  - (d) It is done with the approval of the Board of Directors or their designees.
  - (e) It is or supports an optional, extra-curricular and non-credit activity.
- 2.3.2. Fund-raising activities undertaken by students for the purpose of gifts, charitable contributions, scholarships and student exchange programs and the monies generated therefrom must meet certain conditions to be considered private, non-associated activities/funds:
  - (a) The activity is advertised as being raised for a specific, charitable purpose, including a statement that the monies will be held in trust by the district exclusively for that purpose. Any profit sharing will also be clearly stated.
  - (b) Participation and donations must be voluntary.
  - (c) An administrator must approve the activity in writing, and the ASB governing body must give prior, written approval for the collection and expenditure of the private funds.
  - (d) District ASB accounting procedures must be followed. If conditions are not adhered to, monies collected will become ASB public money and may not be used for charitable purposes.
- 2.4. Student and staff participation must be voluntary.
- 2.5. Fund-raising activities conducted by the Associated Student Body or ASB sub-groups must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB governing body.
- 2.6. Staff and students will refer to the Washington Association of School Business Officials (WASBO) handbooks developed for ASB fund-raising and activity coordinators to understand requirements, guidance, and best practices for each type of fund-raiser.

### **3. FUND-RAISING ACTIVITIES BY ORGANIZATIONS**

- 3.1. “Outside” groups (such as community-based organizations) must obtain principal and/or Superintendent approval before conducting fund-raising activities within the school/district. Such outside organizations or persons seeking to raise funds from or through students must adhere to the following guidelines.

- 3.1.1. Fund-raising activities conducted by outside groups (including parent groups other than an official school-parent group) must work through established official parent organizations and not with or through associated student body organizations or the administration.
  - 3.1.1.1. Privately, students are able to raise money as members of other organizations (scouting, church, etc.) but this activity cannot be done by students as part of an ASB group, even with school approval or district supervision, or be done on school time.
- 3.1.2. Requests to the administration for access to students for purposes of fund-raising should be referred to the appropriate parent organization, which will have the option of permitting the outside group to utilize the parent organization's customary method of communication to transmit information concerning the fund-raising.
- 3.1.3. Outside groups will not collect money in school buildings as part of fund-raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent group, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fundraising activity.
- 3.1.4. Outside groups may not utilize district materials, supplies, facilities or staff unless permission is granted and reimbursement for such use and materials is made to the district.
- 3.1.5. Outside groups may display a sign announcing a fundraising activity. Brochures explaining the program may be made available to students through the school office.
- 3.2. Sponsorship of fund-raising activities by schools' official parent groups, including those where monies realized will be donated to associated student bodies, is encouraged to minimize accounting difficulties.
  - 3.2.1. If fund-raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund-raising.

### **Supporting Documentation**

[\*Activity Coordinators Guide for Associated Student Body\*](#), 2007, WASBO ASB Committee  
[\*ASB Fundraising Resource Guide\*](#), 2007, WASBO ASB Committee

**Document History**

<b>Action:</b>	<b>Date:</b>
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