

Policies of the Board of Education

Section I Students

900.51

STUDENT FUND RAISING ACTIVITIES

The Board recognizes that student fund raising activities are part of student organizations and co-curricular events. The Board supports fund raising projects which are designed to promote educational and co-curricular activities without interfering with the educational process. The goal of raising and expending funds by student groups shall be for school and school-related purposes.

All fund raising projects and activities shall have prior permission from the building principal or the district administrator depending on the scope of the fund raiser. Funds raised by any school group shall be processed through the appropriate financial accounting system and should be monitored annually.

Adult school-related groups or support groups must abide by this policy if students are involved in their fund raising activities.

The district administrator shall establish rules for all school fund raising activities.

Fund raising activities for charitable organizations which are conducted within the schools are subject to this policy.

Cross Ref.: Fund Raising Guidelines

Legal Ref.: Wis. Statutes 118.12
 Wis. Statutes 103.23

Adopted by the School Board 2/21/94

FUND RAISING GUIDELINES

General Rules

1. Ticket sales for regular school events, such as athletic contests, musicals, school pictures or similar regular building functions are not regulated by the fund raising activities policy.
2. These rules are not designed to restrict small building level fund raising such as donut sales, car washes, school concessions, activity promotional sales, or other minor activities as approved by the building administrator.
3. All fund raisers or money drives within the school building and not affecting students or adults outside the school building must have the approval of the building administrator.
4. All fund raisers or money drives which shall affect students, adults and the community, and will be carried on outside the building shall have the approval of the district administrator.

Specific Guidelines

1. Fund raising activities within the school building shall not be authorized until the following have been completed:
 - a. The advisor of each club or activity has submitted a request, in writing, to the building principal justifying the reason for the activity.
 - b. The request has been submitted to the building principal at least two weeks prior to the date the fund raiser is to be conducted.
 - c. The request has included item(s) to be sold, the period of time of sales, and the purpose for which the funds will be used.
 - d. Decision of the building principal has been given in writing to the advisor.

e. All funds collected and disbursed have been recorded within the financial accounting rule of the school district.

2. Fund raising in the community shall not be authorized until the following have been completed:

a. A written request has been completed, approved by the building principal or forwarded to the district administrator for approval.

b. A fund raising calendar has been established by the district administrator for fund raising activities outside the school building.

3. Elementary children in grades K-5 shall not be used to solicit funds or sell merchandise unless physically accompanied by a parent/guardian or a person at least 16 years of age.

4. A minor student under 12 years of age and at least in grade 6 may solicit funds or sell merchandise if said minor receives written approval from the student's parent/guardian.

5. Items (3) and (4) do not apply to parents/guardians unless students are used to sell or raise funds.

6. Posters and handouts from non-profit organizations for the purpose of fund raising will be permitted upon approval of the district administrator. Commercial advertising shall not be collected or processed by the school for non-school organizations.