

GUIDELINES FOR STUDENT FUND RAISING ACTIVITIES

The Board permits limited fundraising for purposes deemed necessary by the school system. All fundraising activities shall be based upon the following guidelines:

School Regulations

- 1) All fundraisers must have the specific approval of the building principal.
- 2) Accounting for funds received and spent must follow Board Policy DDFC, *Individual School Funds Management*
- 3) Profit/Loss statements and Inventory Reconciliation Forms are to be completed and filed upon the conclusion of each fundraiser.

Fund Raising Involving Students

All fundraisers involving student sales of products shall comply with the following guidelines:

- 1) All parents/guardians shall be informed of the fundraising activity, and the participation of their child is optional.
- 2) All students participating in the fundraisers shall have available for potential customers specific information regarding the purpose of the fundraiser including the name of the sponsoring group and firm. All participating students shall be provided, and carry with them while involved in fundraising activities, a copy of the currently approved information form.
- 3) Potential customers shall be informed that their participation is purely voluntary, that donations will be accepted, and that they are under no obligation to purchase or to donate.
- 4) School fundraisers that include awarding of prizes to students should be carefully monitored. When possible, the school should consider increasing the profit margin for the fundraiser rather than awarding such prizes.
- 5) No fundraiser should be approved that requires or expects minimum sales from each student.
- 6) Students shall not be expected to conduct door-to-door sales outside the school community. Sales should be confined to visiting members of immediate family, relatives, friends, and close neighbors.

Types of Fundraisers:

- 1) **Direct Student Sales** shall be considered those where:
 - Students directly solicit purchases from individuals.

- 2) **Other fundraisers** shall be considered those where:
- School organizations offer service, products, foods, or goods that would require the public to come to them for the purchase; thereby, no direct sales contact or solicitation outside the school is required (i.e. suppers, car washes, barbecues, clothing sales, etc.)

All fundraisers shall follow the regulations for activity funds management.

Limits on Number of Fund Raisers: The school Principal should use discretion in the amount and types of all fundraisers permitted. Care should also be taken to space all fundraisers throughout the school year to increase profits and avoid conflicts.

Criteria for Approval of Student Sales Fundraisers

- 1) The profit margin for the fundraiser should be approximately 40%.
- 2) The product or goods must be available for inspection.
- 3) The description of the sales program shall be available with all contractual obligations clearly specified.
- 4) The sales shall be considered appropriate for the class or organization conducting the sales.

Fund Raisers by Auxiliary Organizations

Because auxiliary organizations (such as the PTO, Band Boosters, or Sports Boosters) are affiliated with the school and use the school and students in fundraising activities, they shall operate according to the following guidelines:

- 1) The Principal or his/her designee shall review all proposals for fundraisers.
- 2) A financial report is required to be submitted at the conclusion of each fundraiser to the Building Principal.
- 3) An end-of-year fiscal report shall be submitted which will include all income, disbursements, and end of year balance.

Annual Submission:

On or before October 1st of each school year a list of all anticipated fundraisers, which are planned on being conducted by the school, individuals, class, organization, or school support group shall be forwarded to the Superintendent's office for board approval. Forms shall be provided for submission of this information.

SOURCE: Board of Education Minutes

DATE: August 2, 2004

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