

### **Fund-Raising by and for School Approved Organizations**

Fund-raising activities by and for school approved organizations are the responsibility of the building principal and shall be conducted in accordance with the attached Board-approved guidelines. Fund-raising activities must comply with all relevant federal, state, and local laws and district policies.

Fund-raising activities sponsored by staff, students or parent organizations may be authorized by the principal to maintain activities or to accomplish specific goals not fully funded by the district. A relevant need must be identified and a fund-raising goal established before fund-raising activities may begin. Proceeds from fund-raising activities may be spent only for the purpose for which the activity was approved.

Fund-raising activities are permissible as long as they do not detract from the instructional program of the school, assure that participation on the part of the students, parents, and staff is entirely voluntary, and are held with the single purpose of benefiting the students within the school.

The Superintendent shall be responsible for developing administrative guidelines to implement this policy.

Adopted: February 12, 1973  
Revised: May 13, 2013  
Revised: November 14, 2016

Legal Reference:  
Iowa Code 279.8

## **Fund-Raising by and for School-Approved Organizations**

### General Guidelines

Fund-raising activities involving students shall be approved only when such activities seek to secure financial support for specific, clearly-stated and educationally relevant purposes intended to result in benefit to the students or the educational program.

Participation on the part of students, parents and staff shall be entirely voluntary, with neither quotas or pressure imposed upon participants, nor punitive consequences of any kind for non-participation.

Incentive programs for participating students shall comply with Board-approved nondiscrimination policies.

Competition with local merchants shall be minimized.

The fund-raising organization shall be adequately bonded.

The school-approved organization conducting the fund-raising activity shall be responsible for collecting, receipting, and depositing funds in accordance with standard business procedures.

### In-School Fund-Raising

Fund-raising activities which are completely contained within a school day, may be approved by the school principal so long as the activities comply in all respects with Board policy and established guidelines. Such activities must not disrupt instructional time. [Examples include “penny drives,” sale of pencils or other “bookstore” items, etc.] Sale of food products or beverages sold or provided on school grounds during the school day must meet the nutritional and portion size standards\* according to The Healthy Kids Act of Iowa.

### Out-of-School Fund-Raising including Online Fundraising Campaigns

At least one month (20 working days) prior to the initiation of any fund-raising activity among families or the community at large, the principal of any school in which such fund-raising by a school-approved organization will occur must submit to the Superintendent a *Fund-Raising Plan* which will be reviewed by and activities approved or denied by the Superintendent. This plan must describe the school-approved organization conducting the activity, the name of the primary contact for the activity, the purpose for which the activity is being conducted, the financial goal, a description of the activity and of the nature of student involvement, and the beginning and ending dates of the activity. Ongoing activities must be submitted for approval annually. For sale of food products or beverages, it is recommended that they meet the nutritional guidelines and portion size standards\* according to The Healthy Kids Act of Iowa.

Door-to-door solicitation by students of monetary contributions is prohibited, although it is acceptable for parents or others to send a check as a contribution to a fund-raising effort in lieu of purchase of items being sold.

Fund-raising activities involving games of chance (i.e., raffles, bingo, Vegas-style games) are subject to state gambling laws. These laws include specific state reporting and public posting requirements. Principals

must contact the District Business Office for detailed information about those requirements, before initiating this type of fund-raising activity.

The principal is responsible for ensuring that promotional activities introducing, encouraging, or rewarding individual or group participation in the fund-raising activity activities do not disrupt instructional time.

Each school should be sensitive to the overall impact of financial requests they make of families in conducting school-approved fund-raising activities.

#### \*Nutrition and Portion Standards

Nutrition and portion standards are available in the District's wellness policy. This information is also available on the Iowa Department of Education website or you may contact the District's Health Services Supervisor. The School District does encourage activities that promote physical activity.

Schools shall be limited in the following ways regarding the number of school-approved fund-raising activities extended into the community and the nature of student involvement:

Elementary — No student shall be involved in more than one such activity per year. The principal must obtain written permission from parents or guardians prior to student participation. Requests for parental permission will be sent home and shall contain sufficient information to provide the parent or guardian with an understanding of the fund-raising activity and/or products to be sold. Students whose parents or guardians choose not to allow them to participate shall not be given promotional material or asked to participate in the fund-raising activity.

Middle School — No student shall be involved in more than two such activities per year.

High School — Student involvement should be limited to the school organizations in which they voluntarily participate.

Each student involved in soliciting sales outside the school shall be given a letter identifying him/her as an enrolled student in the particular school, and stating what items are for sale and the purpose for the sale. The letter shall bear the signature of the school principal and shall list a telephone number to which inquiries may be made.

**Plan for Out-of-School or Online Fund-Raising Activity**

School:		Group Sponsoring Activity:	
Date submitted: <small>MUST BE AT LEAST 20 DAYS PRIOR TO THE START OF THE ACTIVITY</small>		Primary Contact:	
Purpose for which activity is to be conducted (What student or educational program benefit will be met through this fund-raising activity?):			
Financial goal (How much money are you trying to raise?):			
What product (if any) will be sold?  <small>(Board policy requires that any food products sold <b>on school grounds, during the school day</b> must meet district nutrition and portion size standards.)</small>			
Description of student involvement (What are students asked to do?):			
Description of staff and/or parent involvement:			
Starting date of activity:		Ending date of activity:	
Web Address for Online Fundraising Campaign (if applicable):			
Signature of Principal:			
Superintendent's Decision:	Approved	Denied	

*This plan must be submitted to the Superintendent's Office at least 20 working days prior to the start of any outside-of-school or Online fund-raising activity.*