

STUDENT FUNDRAISING ACTIVITIES

School-Affiliated Group Fundraising

All fundraising activities sponsored by school-affiliated groups, including clubs, organizations, activity groups, or classes, must have prior approval as follows:

1. Fundraising activities that are conducted by students within the school day shall be reviewed for approval by the advisor or coach and the Building Principal. The Building Principal shall coordinate requests to avoid duplication of fundraising activities within the school day.
2. Fundraising activities that are conducted by students within the community shall be approved by the Board of Education.
3. Thunderbird Booster Club shall comply with Club By-Law Section 5.05 for approval of fundraising activities and events.

The District Administrator or his/her designee shall maintain a comprehensive index of all approved fundraising activities for each fiscal year. The index shall list each fundraiser and include the status (approved, completed, outcome reported), expenses incurred, receipts collected and disposition of profits. This index will be made available to the Board whenever the Board is considering a fundraising request.

School-affiliated groups shall be limited to no more than four (4) approved fundraisers in an academic calendar year (July 1 – June 30).

The duration of an approved fundraiser shall be no longer than two (2) weeks unless specifically requested by the organization and approved by the District Administrator.

Requests for school-affiliated fundraising activities shall be submitted to the District Administrator using the Fundraising Activity Form (Policy 372 Exhibit) at least one (1) month prior to the sale date for Board of Education approval.

Requests may be approved in order that they were received with consideration given to similar fundraisers repeated from prior years. Concurrent, competing, or similar fundraising requests from different organizations may be denied until/unless they change the requested fundraising date(s).

School-affiliated organizations shall not conduct fundraisers until approval has been granted in accordance with this policy.

Specific guidelines for fundraising activities conducted within the school day may be developed and distributed by the District Administrator or his/her designee.

All fundraising receipts shall be assigned to a student activity account (Policy 662.1) and/or a District budget fund as applicable.

School-affiliated organizations shall be in compliance with and follow all laws and regulations applicable apply to raffle sales.

The advisor or coach of the school-affiliated group shall be responsible for completing a summary report submitted to the District Administrator and Board of Education within thirty (30) calendar days of completing the fundraiser.

Student participation in fundraising activities shall not be required. Student academic grades or participation in co/extra-curricular or athletic activities shall not depend on involvement in fundraising. Fundraising opportunities may be made available to students to help supplement approved student fees.

Students under the age of twelve (12) shall be permitted to participate in fundraising activities provided written approval has been obtained from the student's parent/guardian. Students under the age of nine (9), which includes each group containing at least one student under the age of nine (9), must be physically accompanied by a parent or a person who is at least sixteen (16) years of age when working in a fundraising activity.

Ticket sales for regular school events such as athletic contests, musicals, school pictures or a similar regular building function are not regulated by this policy.

Community Sales Guidelines

1. School-affiliated organizations approved for door-to-door community fundraising shall complete the solicitation within a specified time frame which is identified in their approval request.
2. A student shall not participate in door-to-door sales by himself/herself. Another student and/or an adult must accompany a student participating in door-to-door sales.
3. Sales' contests and awards requiring student participation shall not be permitted. Student academic grades or participation in co/extra-curricular or athletic activities shall not depend on involvement.
4. The District Administrator has the authority to approve a community fundraising activity on short notice if extenuating circumstances exist, provided the District

Administrator presents the request to the Board for consideration at the next regular Board of Education meeting.

Non-School-Affiliated Group Fundraisers

Non-profit organizations shall not solicit any student or staff member for the purpose of fundraising by distributing circulars, handbills, cards, or advertisements of any kind or making announcements of any nature on District premises and in District facilities. Non-profit organizations may request the opportunity to conduct fundraising by submitting a request, in writing, to the District Administrator, to be presented to the Board of Education for consideration. The Board reserves the right to approve or deny any fundraising request. Preference shall be given to fundraising activities of school-affiliated groups. For purposes of non-profit organizations seeking to engage in fundraising activities, the Board shall take into account whether the fundraising activities have a connection to the school district environment.

Posters and handouts from non-profit organizations for the purpose of fundraising will be permitted only upon pre-approval of the District Administrator. Commercial advertising shall not be collected or processed by the school for non-school organizations.

LEGAL REF: Wis. Stats. §§ 103.23, 103.64

CROSS REF: 662.1, Student Activity Account Management

APPROVED: September 10, 2001
October 13, 2014

REVISED: September 8, 2014

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

372 Exhibit

STUDENT FUNDRAISING REQUEST
(A separate form must be completed for each fund raiser)

Name of School Affiliated Organization: _____

Name of Advisor / Coach: _____

Dates of the fund raiser: _____

Product Delivery Date/Location (if applicable): _____

Description of fund raiser:

Purpose of the fund raiser (What will the money be used for?):

Anticipated Revenue: _____

Anticipated Expenses: _____

Anticipated Profit: _____

BOE Approval Date: _____ Distribution after approval: Building Administrator, Business Office

Return Copy of Form within thirty (30) calendar days of the end of the activity to District Administrator/School Board with information attached or completed below:

Total Revenue/Deposit: _____

Total Expenses: _____

Net Profit: _____