

Adopted: \_\_\_\_\_

Policy 511  
Orig. 2009

Revised: \_\_\_\_\_

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to develop a clear procedure for fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

- A. The Perham – Dent School Board recognizes a desire for and need for fundraising.
- B. The School Board recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.
- C. The School Board has the responsibility to monitor, supervise, and control all fundraising activities associated with official school programs and school activities.
- D. All fundraising activity must have approval prior to being conducted. School District employees who supervise official school programs or co and extra-curricular activities are directed not to organize, conduct, or involve students in fund raising until the fundraising activity has been approved by administration.

### **III. DEFINITIONS**

- A. Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly funds school programs and students.
- B. Student organizations are groups that are sponsored by the District and approved by the School Board. Such organizations are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events, for the improvement of skills. Student organizations are directed or supervised by school staff;
- C. A Charitable giving campaign solicits funds for a charitable cause not directly related to any District goal.
- D. Types of fundraising:

- a. Student Organization Solicitations:
  - i. Student activities under the direction and regulation of the Minnesota State High School League, including MSHSL athletics, speech, drama, and music contests;
  - ii. Student activities which include the sale of admission tickets to the general public and / or which are integrated into the curriculum (orchestra, etc.);
  - iii. Intramural athletics, banquets, individual class clubs, language clubs, music clubs, National Honor Society, student concessions, Student Council, and Yearbook.
- b. Charitable giving campaigns: these are conducted for the purpose of providing funds for a charitable cause not directly related to any district goal. Students sell a product, their own effort (i.e., “walk-a-thon”), a service (i.e., “car wash”), or contribute money.
- c. Outside organizations: are non-school funded groups such as sport booster clubs and commercial enterprises that provide supplementary services to existing school entities.

#### **IV. GUIDELINES FOR APPROVAL OF FUNDRAISING ACTIVITIES**

- A. The administration shall consider all fundraising proposals and approve or disapprove fundraising activities;
- B. The administration shall inform the School Board quarterly of approved activities;
- C. Approval of activities shall be based on the guidelines in V. GUIDELINES, below.

#### **V. GUIDELINES**

- A. Student safety is always top priority;
- B. Student participation is voluntary. No student shall be excluded from an event or program because of non-participation in fundraising by the student and / or parent(s), though students may expect to self-pay for participation in an event or program. No student shall be forced, coerced, or otherwise unduly pressured to participate in fundraising activities. No reprimand, condemnation, or criticism shall be made toward any student who does not participate or succeed in fundraising.\;
- C. Parent / Guardian notification must occur prior to student participation in fundraising activities outside the school setting;
- D. Group (class or grade) incentives are preferred motivators / rewards;
- E. Elementary door-to-door sales:

- a. Require parent notification, permission, and guidance
- b. Require safety training prior to fundraising;
- c. Are of a very limited nature;
- F. Door-to-door fundraising for all age groups shall be of a limited nature;
- G. Fundraising activities during the school day shall be limited in number and shall not conflict with state laws and regulations relating to food service programs;
- H. District funds shall not be used to off-set, front-fund, or pre-pay expenses for charitable fundraisers;
- I. Handling of all fundraised monies will comply with accepted accounting procedures. Funds raised by student organizations shall be deposited in the student activity accounts and expenditures of funds shall comply with the Manual for Activity Fund Accounting (MAFA);
- J. All fundraising activities must comply with state law;
- K. Participants in fundraising activities shall represent the school, the organization, and the community in a respectful and responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities;
- L. Funds raised shall complement, not replace, public funding for education.
- M. Fundraising plans, including goals, must be developed in advance of the fundraising activity and have approval of the Superintendent or designee.

## **VI. PROCESS**

- A. Fill out request form as per due dates;
- B. Gain response from Superintendent or designee;
- C. If fundraiser is approved, follow V. GUIDELINES, above, in conducting it;
- D. Keep all funds under lock. Deposit funds immediately after the event in the district office; turn in “post activity summary” via email to activities director, stating amount of funds collected throughout fundraiser;
- E. Follow MAFA in expenditure of funds.

**Legal References:** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123.B09, Subd. 9 (Duties)  
Minn. Stat. § 123B.36 (Authorized Fees)

**Cross References:** Perham – Dent Policy FRM 511 (Fundraiser Request)

