

STUDENT FUND RAISING

NEPN/NSBA CODE: JJE

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional program. However, the Board acknowledges that student organizations may wish to engage in fundraising in order to support their activities, to provide funding for social events and/or student travel, to benefit the school or community, or for humanitarian purposes.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities.

1. Approval Process

1.1 All student fundraising activities must be approved in advance by the Principal. There must be sufficient educational or financial benefits to the school and/or students to justify the fundraising activity. The faculty advisor shall submit to the Principal the "Fundraising Request" Form (See Policy JJE-A) to the Principal a minimum of twenty (20) school days prior to the event/activity.

1.2 All fundraising events/activities that impact classes, student clubs or organizations to include athletic teams whether held during the school year or during off school times, must have the approval the RLRS Student Council and Principal a minimum of ten (10) days prior to the event. The Principal shall have final approval authority.

1.3 The RLRS Student Council shall make every effort to avoid conflicts in scheduling fundraising activities. They will keep and post (website, school newsletter, school bulletin board, etc.) a fundraising calendar to assist in spreading fundraisers over the school year.

1.4 When resolving conflicting fundraising requests, the Student Council will use this priority queue: Seniors, Juniors, 8th grade, Sophomores, Freshmen, 7th grade, 6th grade.

2. Guidelines and Regulations

2.1 The advisor or teacher in charge of the event must be present at all times during the event/activity.

2.2 The activity must be one in which the school and students may appropriately engage and must not subject the school or students to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a proposed activity or the proposed fundraising activity is one that is new to the school system, the Principal shall consult with the Superintendent.

2.3 Participation by students shall be voluntary. The advisor will ensure that all students in the group are aware of the fundraising activity and will encourage their participation.

2.4 The staff advisor is responsible to determine an equitable basis on which funds will be credited to each participant, taking into consideration the hours worked and monies raised.

2.5 The activity must not be unduly demanding of student or staff time or work. Neither students nor staff shall miss instructional time to plan or implement fundraising activities; acquire, demonstrate or distribute products; distribute promotional materials; solicit sales; or to collect or record monies. Students may participate in fundraising activities during non-instructional time such as lunch periods and before and after school.

2.6 There shall be no mandatory quotas for product sales or donations.

2.7 Students may not be involved in a fund-raising activity where alcohol beverages are being sold or consumed.

2.8 Students may not be involved in fundraisers, except for raffles, where gambling is involved.

2.9 Students participating in fundraising activities must conduct themselves in accordance with Board policies, school rules, and the Student Code of Conduct.

2.10 Class time should not be used for planning or soliciting funds, or to distribute promotional materials.

2.11 In the interest of student safety, activities involving door-to-door solicitation by elementary level students are prohibited.

2.12 Elementary fundraising: monies earned will be deposited into the Elementary Fund with all financial decisions determined by the K-2 and 3-5 Team Leaders. Grades K-5 will not fundraise for their individual grades/classes.

2.13 The advisor or teacher in charge is responsible to ensure that clean up occurs once the Event/activity is completed.

2.14 Groups failing to cleanup shall lose the right to conduct their next scheduled fundraiser.

2.15 Fund raising activities may not interfere with The Food Service Program (see Policy EFE).

2.16 Any class or student group that already has a specific fundraising activity retains sole “ownership” of that fundraiser until the majority of the class vote to give up the rights to the fundraiser. If that occurs, the fundraiser goes back to the Student Council for distribution.

2.17 Any class who creates a new fundraiser keeps possession of it until the class graduates. Upon graduation, that fundraiser will be given to another group by the Student Council on a “first- come: first-served” basis.

2.18 Concession stands at soccer, basketball or baseball games shall be rotated among the classes as follows: 6, 7, and 8 for middle school games and 9, 10, 11 and 12 for high school games. Varsity Sports: Seniors choose first, juniors second, sophomores third, and freshmen fourth. Middle school sports: 6th grade has soccer and 5th/6th grade basketball, 8th Grade has basketball, 7th grade has softball/baseball. Any group failing to clean up shall lose the next rotation with that spot becoming open to the first class to ask for it.

2.19 Fundraisers must comply with all local, state and federal laws and regulations.

2.20. Student fundraising may be conducted to benefit humanitarian or charitable organizations or purpose only as follows:

- The fundraising activity or charity drive must be sponsored by a recognized school club, class or student organization and approved according to Section 1 above.
- The activity or drive must be supervised by an administrator or teacher.
- The fundraiser must be linked to the school’s curriculum or a humanitarian emergency.
- All activities must be conducted in accordance with all guidelines listed in this policy.

3. Financial Regulations

3.1 The advisor or teacher charged with supervising the fundraising activity will be responsible for the collection, monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board’s policy JFF - Student Activities Funds.

3.2 Funds raised shall be placed in the RLRS Student Activities Account which shall be annually audited as monies therein are considered as taxpayer dollars and thus are considered as RLRS Revenue. Such funds may not be used for any other purpose aside from designated class activities. Funds raised by individual students as part of a class activity may be used to offset all or a portion of that student’s participation in that class activity. However, under no circumstances shall funds raised by an individual student and not used to financially assist the student in class activities be returned to the student. Such funds shall be kept in the class account in which that student is a member and may only be used to offset graduation, end-of year activities, or to benefit the school in general once all debts of that class have been fulfilled.

3.3 On the school day after the event, all monies gained must be reported on the “Fund Raising Summary Report” form (See Policy JJE-B) and provided to the Office of the Principal. A receipt for such will be issued from the Office of the Principal within two school days following the event. The Principal or his/her designee shall ensure that these funds are recorded in the Student Activities Account under the proper heading and that the money is deposited within five (5)

days. The bank receipt shall be kept along with a copy of the receipt provided to the advisor or teacher. Standard accounting practices are to be followed at all times.

3.4 Once monies from fund-raisers have been deposited, funds may only be accessed by the class or group who raised the money. To access funds, the advisor or teacher must complete a “Student Activities Funds Request Form” (See Policy JJE-C) and present such to the Principal for his/her authorization.

4. Fund Raising by School Related Organizations

4.1 The Board recognizes that PTO’s, Boosters or other parental groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:

- Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved according to Section 1 and be conducted in consultation with the Principal and staff.
- Participation should provide a positive experience for students.
- Aside from “section 3” above, all activities must be conducted in accordance with all guidelines listed in this policy.
- PTO’s, boosters and other parent groups are to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.

Cross Reference: Policy EFE: Competitive Food Sales

Policy JJE-A: Fundraising Request

Policy JJE-B: Fundraising Summary Report

Policy JJE-C: Student Activities Fund Request Form Policy JJF Student Activities Funds

Policy IGDF: Raffles

Policy JJIBB: Relationship with Booster’s Groups

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