

STUDENT FUND-RAISING ACTIVITIES PROCEDURES

All fund-raising activities by students or student organizations shall abide by the following:

GENERAL PROVISIONS:

- ✓ Unapproved/unauthorized fund-raising activities are prohibited.
- ✓ All fund-raising activities must have prior written approval from the school building administration.
- ✓ For the purpose of this policy “student-fund-raising” shall include the solicitation and/or collection of money for approved student activities.
- ✓ Student fund-raising activities are appropriate to meet the financial needs of certain programs and activities.
- ✓ All fund-raising activities shall have a stated purpose for use of funds, that purpose shall be communicated to those contributing to the activity: such purpose shall pertain to a school program or activity or shall benefit a charity.
- ✓ Funds acquired through fund-raising activities are not to be used for personal purposes.
- ✓ Schools shall not promote or be involved in established charitable fund-raising projects.
- ✓ All raised funds are to be deposited in the schools Student Activity Fund and accounted for in accordance with Monona Grove School District “Budgeting, Accounting and Auditing Procedures.”
- ✓ School-related organizations such as PTO’s, Booster Clubs, etc. shall carry out their own fund-raising projects. Students may assist in sales.
- ✓ The Monona Grove School District will not assume any responsibility for fund-raising activities that have not been approved by the building principal.
- ✓ Building administrators/activity advisors/coaches shall not accept any form of compensation from vendors. In the event that a building administrator/activity advisor/coach receives such compensation, albeit unsolicited, from a vendor, the receiving individual receiving shall notify the Monona Grove School District’s Director of Business Services, in writing, that compensation was received and shall immediately convey said compensation to the Monona Grove School District’ Director of Business Services.
- ✓ No fund-raising activity (in terms of public exposure) shall exceed two weeks in length (Note: vending machines are excluded from this regulation).
- ✓ Violations of the Student Activities Fund-Raising Administrative Procedures may result in confiscation of funds or merchandise. In addition groups may lose fund-raising privileges.

APPROVAL BY BUILDING PRINCIPAL & OTHER PRINCIPAL RESPONSIBILITIES:

- ✓ The building principal shall approve/authorize in writing all fund-raising activities. (See Student Fund-Raising Request/Approval form)
- ✓ If a building principal has denied a fund-raising request, that decision is final. There is no appeal of the building principal’s denial.
- ✓ Fund-raising proposals must be submitted to the principal at least two weeks prior to the requested start of the fund-raising activity.
- ✓ Student fund-raising activities shall be approved only when such projects result in direct benefits to the students.
- ✓ Building administrators shall attempt to balance fund-raising activities as evenly as possible throughout the year.
- ✓ Plan and schedule fund-raising activities in a manner to avoid simultaneous/conflicting fund-raising activities.
- ✓ It is the responsibility of the building principal to ensure that all policies, rules, regulations and administrative procedures for fund-raising activities are followed.
- ✓ Review and sign contracts with outside suppliers for merchandise to be sold in fund-raising activities. Such contracts must state that any merchandise that is unsold and resalable can be returned for full credit.
- ✓ ***END OF THE YEAR SUMMARY:*** Building Principals will summarize the results of student fund-raising activities and report results to the Board of Education at the June Board of Education meeting. Report must include: (See Sample End of Year Report)
 - student group
 - fund-raising activity
 - number of students involved in the fund-raising activity
 - amount of funds raised
 - cost of items
 - net profits
 - use of funds raised
 - names and addresses of any vendors used to provide products
 - dates of fund-raising activity
 - a notation of any difficulties and steps that are taken to alleviate those difficulties in the future.

ADVISOR OR COACH RESPONSIBILITIES

- ✓ Abide by all school policies, rules, regulations and administrative procedures for fund-raising activities.
- ✓ Supervise/monitor students involved in the fund-raising activity.

- ✓ Establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for.
- ✓ Any fund-raising activities that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for...” or “weight lift-a-thon” must be monitored by a staff member who is knowledgeable and trained to recognize and deal appropriately with any harmful situations.
- ✓ If a fund-raising activity involves students providing a service such as a car wash, the advisor/coach shall supervise the activity at all times.
- ✓ Evaluate and select appropriate fund-raising activities and vendors.
- ✓ Review and recommend vendors and contracts to the building principal.
- ✓ Review and ensure that any printed materials being distributed through the fund-raiser are appropriate.
- ✓ Fund-raising proposals must be submitted to the principal at least two weeks prior to the requested start of the fund-raising activity.
- ✓ Plan and schedule in a manner to avoid simultaneous/conflicting fund-raising activities.
- ✓ All money shall be collected, deposited and disbursed according to the Monona Grove School District “Budgeting, Accounting and Auditing Procedures.”
- ✓ Students shall not be coerced into fund-raising activities, nor embarrassed by nonparticipation.
- ✓ Provide appropriate training and instruction to students involved in fund-raising activities. Such training shall include at a minimum:
 - Review of any necessary safety precautions.
 - Coach participants regarding etiquette in dealing with customers.
 - Students should identify themselves as MG students, the activity they represent, and the purpose of the fund-raiser.
 - How to handle cash during fund-raising activities.
- ✓ All fund-raising activities shall have a stated purpose for use of funds, that purpose shall be communicated to those contributing to the activity: such purpose shall pertain to a school program or school activity or shall benefit a non-profit organization.
- ✓ Advisors/Coaches who organize fund-raising activities are personally responsible for funds and merchandise entrusted to them.
- ✓ Advisors shall summarize the results of student fund-raising activities and report those results to the building principal within two weeks of the end of the fund-raising activity. The report must include:
 - student group
 - fund-raising activity
 - number of students involved in the fund-raising activity
 - amount of funds raised
 - cost of items
 - net profits
 - use of funds raised
 - names and addresses of any vendors used to provide products
 - dates of Fund-raising activity
 - a notation of any difficulties and steps that are taken to alleviate those difficulties in the future. (See Sample)

PROHIBITED FUND-RAISING ACTIVITIES

The building principal shall exercise judgment in approving or disapproving Fund-raising activities. Prohibited fund-raising activities include, but are not limited to the following:

- ✓ Fund-raising activities that would have a significant impact on commercial institutions that sell their merchandise in the Monona Grove School District.
- ✓ No solicitation of funds and/or contests sponsored by organizations outside of the school shall be carried on within the school.
- ✓ Students are not to be released from school for fund-raising purposes.
- ✓ Fund-raising activities by students on behalf of organizations whose funds are not managed by the Monona Grove School District may be permitted.
- ✓ No instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless the fund-raising activity is part of an approved course of study.
- ✓ Students are not to be coerced into participation in fund-raising activities, nor embarrassed by nonparticipation.
- ✓ Charitable agency drives are prohibited as not being the role or responsibility of the public schools.
- ✓ Use of the Monona Grove School District name or Logo or any Monona Grove School name or Logo for the purpose of raising funds for non-school district purposes is prohibited.

SPECIAL ADDITIONAL PROCEDURES FOR DOOR-TO-DOOR SALES INVOLVING YOUNGER STUDENTS

- ✓ Students under (12) twelve years of age may work in fund-raising activities if the parents/guardians have provided to the principal written approval for participation in the fund-raising activity.

- ✓ Students under (9) nine years of age may work in fund-raising activities if the parents/guardians have provided to the principal written approval for participation in the fund-raising activity. A person who is at least (16) sixteen years of age must also accompany such students.

SPECIAL PROVISIONS REGARDING RAFFLES:

- ✓ Advisors who plan to use raffles for fund-raising activities must provide a copy of the license provided by the State of Wisconsin prior to the commencement of the fund-raising activity.

CROSS REFERENCE:

Student Activity Fund

APPROVED BY THE SUPERINTENDENT:

January 14, 2004