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I. Policy: 504

II. Procedure

A. Guidelines for Local Schools and School Organizations

*The local participation of the school in fund-raising projects, whether conducted by the total school or by student organizations, will be governed by the following considerations:*

1. *The fund-raising projects will be planned in advance, and the number shall be kept to a minimum, as determined by the principal to meet the needs of the school.*
2. *All fund-raising projects will be approved by the principal. Three areas to be considered in the decision-making process are educational values for students, benefits for students, and the safety of students, especially in conducting door-to-door campaigns.*
3. *Students will participate in fund-raising activities on a voluntary basis. If the activities of the organization depend upon fund raising by all the students in the organization, all these students shall be informed of the expectation to complete the fund-raising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student(s), as determined by the advisor and the principal.*
4. *There will be no exploitation of students in fundraisers.*
5. *Only school-sponsored fundraisers will be allowed, and each fund raiser will be clearly identified as to sponsorship.*
6. *The school community will be made aware of school-wide fund raising projects.*

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State Law:  
State Reg.:  
Federal Law:

Adm. Reg.  
Neg. Agr.:  
Other Citation:

7. *All students participating in fund-raising activities will be provided identification indicating sponsorship.*
8. *The projects will not engage school staff in additional work to the extent that the fund raisers become detrimental to the educational program.*
9. *A charitable organization's request for the participation of schools and/or school organizations in fund-raising drives will be denied.*
10. *However, if a school organization initiates a request to support a charitable organization or cause with the proceeds of a fund-raising project(s), the principal will make the final decision as to approval.*
11. *Accounting:*

- a. *Secondary Schools*

*Except for money for meals and direct transactions between vendors and students and/or their parents (such as purchase of caps and gowns, graduation announcements, and class rings), all money collected from students on school premises during the regular school day and all money collected at any time at school-sponsored activities, on or off school premises, will be accounted for through school accounting procedures.*

- b. *Elementary Schools*

*Except for money for milk and meals, all money collected from students on school premises during the regular school day and all money collected at any time at school-sponsored activities, on or off school premises, shall be accounted for through school accounting procedures.*

**B. Guidelines for Parent Groups**

*The local participation of the school in fund-raising projects conducted by parent groups on school property and/or involving students shall be governed by the following considerations:*

1. *The fund-raising projects will be planned in advance, and the number will be kept to a minimum, as determined by the principal with input from the parent group regarding the needs of the group.*
2. *All fund-raising projects will be approved by the principal. Three areas to be considered in the decision-making process are educational values for students, benefits for students, and the safety of students, especially in conducting door-to-door campaigns.*
3. *Students will participate in fund-raising activities on a voluntary basis. If an activity sponsored by a parent group depends upon fund raising by students associated with the group, all these students will be informed of the expectation to complete the fund-raising project in order to participate in the activity. An exception would be extenuating circumstances in the case of individual student(s), as determined by the responsible adults involved.*
4. *There will be no exploitation of students in fundraisers.*
5. *The principal will advise parent groups of their responsibility to provide for reasonable safety and security of students while engaged in fund-raising projects for the organization.*
6. *Each fundraiser will be clearly identified as to sponsorship.*
7. *The school community will be made aware of school-wide fund-raising projects.*
8. *All students participating in fund-raising activities will be provided identification indicating sponsorship.*
9. *The projects will not engage school staff in additional work to the extent that the fundraisers become detrimental to the educational program.*
10. *Accounting:*
  - a. *Secondary Schools*

*Except for money for meals and direct transactions between vendors and students and/or their parents (such as purchase*

*of caps and gowns, graduation announcements, and class rings), all money collected from students on school premises during the regular school day and all money collected at any time at school-sponsored activities, on or off school premises, shall be accounted for through school accounting procedures. For parent groups, the principal shall require a statement indicating the amount of money collected from students on school premises during the regular school day and the purpose(s) for the funds collected. The statement is to be submitted to the principal at the end of each fund-raising activity during which money is collected from students on school premises during the regular school day. The statement is to be retained in the school's financial records for review during the internal audit process and thereafter for a period of five years.*

b. *Elementary Schools*

*Except for money for milk and meals, all money collected from students on school premises during the regular school day and all money collected at any time at school-sponsored activities, on or off school premises, shall be accounted for through school accounting procedures. For parent groups, the principal shall require a statement indicating the amount of money collected from students on school premises during the regular school day and the purpose(s) for the funds collected. The statement is to be submitted to the principal at the end of each fund-raising activity during which money is collected from students on school premises during the regular school day. The statement is to be retained in the school's financial records for review during the internal audit process and thereafter for a period of five years.*