Board of Education Policy 4.6000
Administrative Procedure
School Fund Raising Activities

The following Administrative Procedure is in place to safeguard the health and safety of students as they are permitted to participate in board approved fund raising activities. These procedures are intended to provide clear directions to the schools and principals as they address fundraising activities.

A. FUND RAISING ACTIVITIES NOT RELATED TO HUMANITARIAN SERVICES OR AGENCIES

1. Elementary (K-6)

Elementary students are prohibited from participating in door-to-door fund raising activities sponsored by the school. This includes the selling of items or soliciting contributions or pledges door-to-door.

Each school year, each elementary school may sponsor and conduct school-wide fund raising activities involving the taking of school pictures and the development and distribution of school yearbooks. In addition to pictures and yearbooks, each school year, each elementary school may sponsor and conduct ONE (1) additional school-wide fund raising activity that does not involve door-to-door solicitation. Each fund raising activity shall be limited to no more than thirty (30) calendar days.

2. Middle Schools (7- 8)

Middle school students are prohibited from participating in door-to-door fund raising activities sponsored by the school or a school related organization (e.g. school sponsored clubs and athletic teams). This includes the selling of items or soliciting contributions or pledges door-to-door.

Each school year, each middle school may sponsor and conduct school-wide fund raising activities involving the taking of school pictures and the development and distribution of school yearbooks. In addition to pictures and yearbooks, each school year, each middle school may sponsor and conduct ONE (1) additional school-wide fund raising activity that does not involve door-to-door solicitation. In addition, each school year, each school sponsored club and athletic team may conduct ONE (1) additional fund raising activity. Each fund raising activity shall be limited to no more than thirty (30) calendar days.

3. High Schools (9-12)

High schools may sponsor and conduct school-wide fund raising activities. Each school year, each high school may sponsor and conduct school- wide fund raising activities involving the taking of pictures and the development and distribution of school yearbooks.

In addition to pictures and yearbooks, each school year, each high school may sponsor and conduct fundraising activities under one of the following circumstances:

a. Each year, each high school may conduct TWO (2) additional school-wide fund raising activities; if a high school conducts TWO (2) additional school-wide fund raising activities, then no school sponsored club and athletic

team may conduct any additional fund raising activity for that school year; OR

b. Each year, each high school may conduct ONE (1) additional school-wide fund raising activity; if a high school conducts ONE (1) additional school-wide fund raising activity, then each school sponsored club and athletic team may each conduct ONE (1) additional fund raising activity; OR

c. Each year, each high school may conduct no additional school-wide fund raising activities; if a high school does not conduct any additional school-wide fund raising activities, then each school sponsored club and athletic team may each conduct TWO (2) additional fund raising activities.

Each fund raising activity shall be limited to no more than thirty (30) calendar days.

B. FUND RAISING ACTIVITIES RELATED TO HUMANITARIAN SERVICES OR AGENCIES

The restrictions set forth in Section A. of this Administrative Procedure shall not apply to fund raising activities that are

1. related to a humanitarian service or agency (ex. United Way, March of Dimes, Juvenile Diabetes, etc.);
2. do not require door-to-door solicitation; and
3. are conducted outside of the defined school day.

In addition, fund raising activities related to a humanitarian service or agency shall comply with policy 4.6000.

C. Procedures for Approval of Fund Raising Activities:

By September 15 of each school year, the principal shall submit to the superintendent a list of proposed fund raising activities proposed to be sponsored by the school, or school sponsored clubs or athletic teams through January 15 of the following year.

By January 15 of each school year, the principal shall submit to the superintendent a list of proposed fund raising activities proposed to be sponsored by the school, or school sponsored clubs or athletic teams through September 15 of that same year.

The superintendent shall submit the proposed lists to the board of education for approval in compliance with Policy 4.6000.

All activities submitted must meet the guidelines as specified in Policy 4.6000 and the Administrative Procedure for School Fund Raising Activities.

Fund raising activities sponsored by parent organizations or booster clubs need not be submitted for approval pursuant to policy 4.6000 or this administrative procedure. Rather, fund raising activities sponsored by parent organization or booster clubs must be held and conducted in compliance with policy 5.0100 Parent Organizations.

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Superintendent Date