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FUND RAISING

Student Clubs, Activities, and Organizations,
Support Groups, and Outside Charities

It is the purpose of this policy to establish guidelines for fund raising activities conducted by or for MSAD#54 student organizations.

The Board of Directors has the responsibility to monitor, supervise, and control all fund raising activities associated with official school programs and extracurricular activities when such activities are promoted in the name of the official school program and involve students of the District. Board oversight may allow the district to immediately assume the cost of the items that the fund raising is intended for or purchase them in a future budget. Fund raising campaigns should identify in advance the proposed use of their donations. Funds may only be used for their intended purpose. A waiver may be sought from the Superintendent of Schools.

The board considers certain fund-raising activities inappropriate; K-8 student organizations shall not sell raffle tickets. "Toll booths" are prohibited K-12.

MSAD#54 employees who act as sponsors for official school programs or extra-curricular activities are directed not to organize, conduct, or involve students in fund raising activities on behalf of the programs they sponsor unless the fund raising activity has been approved in accordance with procedures established by the Board.

Fund raising activities may be grouped under the following categories:

1. Student Clubs, Activities, and Organizations

A fund raising campaign conducted by and for an existing, recognized student group which has a sponsor who is an employee of the District and a duly elected set of officers.

2. Support Groups (Booster Organizations, Parent-Teacher Organizations)

A fund raising campaign conducted by groups of adults such as parent-teacher organizations, music booster groups, or sports booster groups for the purpose of providing supplementary services to existing school entities.

3. Outside Charities

A fund raising campaign conducted for the purpose of providing money for a charitable cause not directly related to any district goal. Students are being used to sell either a product, their own effort (e.g. Walk-a-thon), or a service (e.g. car wash).

Procedures for conducting each of these activities differ; however, all fund raising campaigns must adhere to the policy guidelines.

Proposals must be submitted to the appropriate administrator (principal, athletic director, band director, etc.) for review and comment. Proposals should indicate how the raised funds are intended to be used and how the monies will be distributed, e.g. 1% to gift wrapping company and 99% to purchase laptop computers. Approved proposals will be forwarded to the Superintendent for final approval. All fund raising activities must be voluntary, appropriate, and undertaken for a specific purpose, within a specific timeframe, and serve the goals and objectives of the district and the organization. They should be intended for the benefit of all the members of the sponsoring organization and must be conducted in a manner that is not disruptive to the educational environment. Fund raising projects should not place unrealistic financial burdens on the participants or donors and should be scheduled to avoid overlapping with other fundraiser campaigns. Participants in district sponsored fundraising events both on and off school property are covered by the district's liability insurance policy.

However, the district's liability policy does not cover fundraising events that are not sponsored by MSAD #54. **Campaign organizers shall stress to participants and donors that participation is completely voluntary and that choosing not to participate is a valid choice.**

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Please note that the following descriptions do not apply to any gate receipts or ticket sales for admission to regularly scheduled athletic or activity events. These funds will be managed through the District's athletic and activity funds in accordance with established procedures. District employees should not deposit fund raising monies in personal accounts.

A. Student Clubs, Activities, and Organizations

1. Elementary (K-6)

- a. Fund raising efforts in an elementary building must be under the supervision of the building principal. The sponsor should complete and submit a request for approval. No materials should be ordered until the sponsor has received permission for the fund raising project. No activities may be conducted without prior approval of that principal and the Superintendent. (Routine and traditional fundraisers which have previously been approved by the Superintendent may be approved at the building level.)
- b. The principal must adhere to the guidelines of the Board policy on fund raising when approving and supervising the project.
- c. If the activity is being conducted in cooperation with the parent-teacher organization, the principal is responsible for coordinating the project so that the sponsoring group is aware of the District's policy guidelines.

2. Secondary (7-12)

- a. No fund raising will be conducted by employees or students of MSAD#54 without prior approval being granted by the appropriate administrator and the Superintendent. (Routine and traditional fundraisers which have previously been approved by the Superintendent may be approved at the building level.)

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- b. The sponsor of a student club or organization contemplating a fund raising project must submit a written request to the appropriate administrator at least two (2) weeks before the activity is scheduled to begin. Any group contemplating fund raising for school trips that include an overnight stay or leave the state must obtain approval from the School Board.
- c. The middle and high school principals and athletic directors will maintain and coordinate calendars to avoid excessive overlapping of campaigns which could prove burdensome to students and the community.
- d. The collection and distribution of all funds raised must be carried out in accordance with the procedures for middle and high school Student Activity Funds.

B. Support Groups

- 1. **Booster Organizations**
 - a. In order for a booster organization to qualify for a fund raiser, money from a fund raiser must enhance a school program and and/or offer an educational advantage.
 - b. The Booster president or her/his designee must make application to the appropriate administrator for all fund raising projects. No activities may be conducted or commitments made without prior approval of the principal and the superintendent. (Routine and traditional fundraisers which have previously been approved by the superintendent may be approved at the building level.)
 - c. The campaigns should be for a designated, approved purpose, should be conducted within a specified time frame, and should in no way interfere with the School District's governance of the team, club, program, or facility.
 - d. Monies collected by booster group fund raising activities may only be deposited in student activities/athletic accounts for the purpose of a joint booster group-school district purchase.

- e. If a District employee is involved in the collection of such funds, such monies must be turned over intact to a booster group member by the end of each day.

2. Parent-Teacher Organizations

- a. Fund raising activities sponsored by parent-teacher organizations must be conducted in consultation with the building principal and appropriate staff. If students and building facilities are to be utilized and if activities will affect daily routines, the principal must grant approval. The sponsor should complete and submit a request for approval. No materials may be ordered until the sponsor has received permission for the fund raising project. (Routine and traditional fundraisers which have previously been approved by the superintendent may be approved at the building level.)
- b. The project must be conducted in agreement with the District's policy on fund raising.

C. Outside Charities

- 1. No fund raising for or by an outside charity may be conducted without prior approval by the appropriate administrator and the Superintendent. The sponsor should complete and submit a request for approval. No materials may be ordered until the sponsor has received permission for the fund raising project. (Routine and traditional fundraisers which have previously been approved by the Superintendent may be approved at the building level.)
- 2. Outside charitable campaigns must be supervised by a District employee, either the building principal or the athletic director, or a teacher.
- 3. Requests for conducting such a campaign must be submitted at least one month before the proposed start of the project.
- 4. The purpose and activities of such campaigns must follow the guidelines of the Board policy on fund raising.

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5. The collection and distribution of all funds raised must be monitored by the District employee charged with supervising the project, and if any student activity account is used, must in accordance with activity account procedures.

D. Summary Report

1. A summary report should be filed with the principal or the athletic director listing cost of merchandise, total amount of monies received, and profit made.
2. The summary report should list all intended purchases and/or uses of the profit.
3. It is mandatory that the sponsor/coach/advisor have a fund raiser completion conference with the appropriate administrator.