

Education Programs

Student Fundraising

I. Purpose

This policy regulates fundraising activities by school district-sponsored student groups and organizations. Refer to Policies 912 and 913 for fundraising by other groups.

II. General Statement of Policy

The school district recognizes the desire by district-sponsored student groups and student organizations to raise funds to meet their needs and goals and to fund student activities. The district also recognizes a need for limitations to prevent fundraising activities from becoming too numerous and overly demanding on students, employees and the community.

III. Definitions

- A. "Student group or student organization" is a group or organization, whatever its organizational structure or title, comprised of one or more current district students, in which the membership is limited to current district students and any district-assigned advisor.
- B. "District-sponsored" is a student group or student organization that (1) is directly related to a class offered by the district (e.g., music, journalism, drama, art or choir) (2) receives funding directly from the district; or (3) has a teacher or other district employee assigned to and overseeing its activities..
- C. "Student activity" is a program, presentation or other event, other than a fundraising activity, conducted or sponsored by a district-sponsored student group or organization.
- D. "Fundraising activity" is any program or event conducted by or on behalf of a student group or student organization that has the primary purpose of raising money for the use of a student group, student organization, to pay for any part of a student activity, or for approved donations as outlined in Section IV.E.5.

IV. Fundraising Guidelines

- A. No student group or student organization, other than a district-sponsored student group or organization, may conduct a fundraising activity on district property.

- B. A district-sponsored student group or student organization must submit a written request to the building principal and receive approval of the written request from the principal prior to conducting, sponsoring or advertising a fundraising activity.
- C. The written request to conduct or sponsor a fundraising activity must contain the following:
 - 1. The name of the student group or student organization.
 - 2. A description of the proposed fundraising activity.
 - 3. The dates of fundraising.
 - 4. A statement identifying the need for and proposed use of funds to be raised by the fundraising activity.
 - 5. All necessary permits or forms of authorization necessary to conduct the fundraising activity (e.g., solicitation permits, work permits, parade permits).
 - 6. The names of students, employees and volunteers who may be participating in the fundraising activity.
- D. The building principal's decision regarding whether the fundraising activity will occur is final. The building principal may limit the number, location and length of fundraising activities that are approved. Limitations must be based on legitimate, school-related concerns. The building principal may deny a fundraising activity request due to past violations of this policy.
- E. Money or other resources raised by the fundraising activity must be:
 - 1. Used by the student group or student organization, or its members or advisor, to pay for necessary expenses incurred in connection with the fundraising activity;
 - 2. Used to pay for a student activity sponsored or conducted by any district-sponsored student group or student organization;
 - 3. Used to purchase an item which then will be donated to the district; or
 - 4. Donated to a tax-exempt, nonprofit organization on behalf of the district-sponsored student group or student organization, only with approval and written consent of the building principal (see Section VIII).
- F. Fundraising activities or student activities sponsored by student groups or student organizations must adhere to district policies, even if the fundraising activity or student activity is not conducted during regular school hours or on district property.

- G. Fundraising activities must not result in additional expense to the district.
- H. A student's participation or lack of participation in a fundraising activity will not form the basis for determinations relating to the student's participation in the district-sponsored student group or student organization or any student activity sponsored by the student group or student organization.
- I. Fundraising activities conducted on district property during the regular school day must be conducted in a manner that minimizes interference with the regular functioning of the school.
- J. Fundraising activities must be age-appropriate for the involved student group or student organization.
- K. Fundraising activities must comply with relevant state and federal laws and guidelines.

V. Discontinuance of Fundraising Activity

- A. The building principal may revoke the permission to conduct a fundraising activity for violation of law, district policy or school rule at any time. The building principal may also terminate any fundraising activity if the fundraising activity becomes unduly disruptive or poses a health or safety risk to students, employees or community members.
- B. Violations of this policy may result in disciplinary action for an employee or student, or revocation of a volunteer's permission to enter district property and provide services to the district. Disciplinary action could include suspension or expulsion for students. Disciplinary action could include suspension or termination for employees.

VI. Accounting of Fundraising Funds

Money or other resources raised by fundraising activities conducted by district-sponsored student groups or organizations becomes district property, designated for the use described on the written request to conduct a fundraiser. All such money is subject to the district's accounting procedures.

VII. Notification of Fundraising Events

The school district will maintain a record of approved fundraising activities by district-sponsored student groups and student organizations in each school office. These records may be released in accordance with state and federal law.

VIII. Donations to a Non-district Organization

- A. Donations from a fundraising activity by a student group or student organization to a tax-exempt, nonprofit organization not associated with the district may be permitted when:
1. The building principal approves the fundraising activity and plans for the funds being donated to an identified non-district organization. Appendix I provides guidelines for an administrator to utilize when reviewing the request. Any contract language will be reviewed to ensure rights of the district are protected. The decision of the building principal is final.
 2. The funds are sent directly to an identified organization. The funds cannot be deposited into a district account prior to sending to an identified organization.
- B. The criteria for review and the determination of the periodic frequency of the review will be determined by the building principal.

Legal References:

Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act)
20 U.S.C. § 1232g; 34 CFR Part 99 (Family Educational Records Privacy Act)

Cross References:

Policy 628 (Student Activities Program)
Policy 630 (Community Organizations, Parent Organizations and Booster Clubs)
Policy 703 (Accounting)
Policy 709 (Acceptance of Gifts, Donations and Bequests)
Policy 711 (Student Activities Accounting)
Policy 912 (Partnerships – Community Organizations, Governmental Entities, Educational Institutions, and Other Organizations)

Policy

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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 629
Administrator Guidelines on Approval of Non-District Fundraising

When receiving a request for a student group to fundraise for a non-district organization the administrator should consider these guidelines when approving or denying the request:

- A. The funds being raised by the student group are sent directly to an identified organization. The funds cannot be deposited into a district account prior to sending to an identified organization. The funds should be provided to the non-district organization using one of these methods:
 - 1. A representative from the non-district organization is present to collect all donations;
 - 2. Donations are made out directly to and sent to the non-district organization; or
 - 3. Another organization can act as the fiscal agent (i.e., parent organization or booster club).
- B. The non-district organization has a current tax-exempt status, and can provide a certificate of insurance (if coming on site).
- C. The non-district organization's mission or program charge aligns with the district's educational mission and a pre-determined priority of a student group or organization.
- D. The involved student group or organization completes a periodic review of other tax-exempt nonprofit organizations with similar mission statements.
- E. The purpose of the review would be to provide an opportunity by a student group or organization to fund other non-district organizations. If the outside organization is providing staff or equipment as part of the fundraising activity, they must comply with the district policies, including:
 - 1. Policy 103, Equal Education Opportunity
 - 2. Policy 413, Harassment and Violence Prohibition, Students and Employees
 - 3. Policy 515, Protection and Privacy of Student Records
 - 4. Policy 902, Use of School District Facilities and Equipment; and
 - 5. Policy 903, Visitors to School District Buildings and Property