

#5141R
Fundraising Activities
(formerly #3280 Fundraising)

These administrative regulations shall serve to implement the Madison Board of Education’s (the “Board”) policy pertaining to fundraising activities. The Board is not responsible for any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations.

Criteria for Fundraising Activities:

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each student, parent support or other sanctioned fundraising activity shall have one adult designated with the overall responsibility for continuing compliance with the Board’s policy and these administrative regulations pertaining to fundraising (the “Sponsor”);
2. The fundraising must have a purpose consistent with the purposes of the school district and be for the benefit of its educational programs, student groups or extra-curricular activities;
3. The fundraising must not be anticipated to bring additional costs to the school district;
4. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
5. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;
6. Prior to a student engaging in any fundraising activity, his/her parents shall be informed and written authorization shall be obtained to permit their children to participate;
7. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;

- 33 8. The fundraising will not be considered an official endorsement of any business or
34 product;
- 35 9. The fundraising must not be in conflict with any provisions of the school code or
36 public law;
- 37 10. Door-to-door solicitations by students are prohibited by these regulations; and
- 38 11. The fundraising must comply with all applicable provisions of Board policy and
39 regulation relating to the sale of healthy foods and beverages on school grounds or
40 at school-sponsored events.

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42 **Prior approval required:**

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44 Fundraising activities shall not be initiated until prior approval is secured as set forth in
45 these regulations.

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47 Requests for prior approval for fundraising activities anticipated to raise funds up to
48 **[threshold amount set by district]** shall be made in advance in writing to the building
49 Principal or his/her designee, at least one (1) month prior to the commencement of the
50 activity. The Principal or his/her designee shall indicate his/her approval in writing to the
51 organization applying for approval.

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53 Requests for prior approval for fundraising activities anticipated to raise funds up to
54 **[threshold amount set by district]** shall be made in advance in writing to the Principal,
55 at least two (2) months prior to the commencement of the activity. Upon receipt of
56 approval from the Principal or his/her designee, the request shall then be forwarded to
57 Superintendent or his/her designee for approval. The Superintendent or his/her designee
58 shall indicate his/her approval in writing to the organization applying for approval.

59

60 *If desired:*

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62 *Requests for prior approval for fundraising activities anticipated to raise funds up to*
63 ***[threshold amount set by district]** shall be made in advance in writing to the*

64 Superintendent or his/her designee, at least four (4) months prior to the commencement
65 of the activity. If the Superintendent or his/her designee determines that the fundraising
66 activity meets the criteria set forth herein, the Superintendent or his/her designee shall
67 forward the request for approval to the Board for action.

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69 **[OPTIONAL SECTION ON CROWDFUNDING:**

70 **SELECT EITHER**

71 *Use of Crowdfunding Activities*

72 **OR**

73 *Prohibition on Crowdfunding Activities]*

74

75 **[Use of Crowdfunding Activities**

76

77 *Prior to engaging in any crowdfunding activities (e.g. DonorsChoose, Kickstarter,*
78 *GoFundMe, etc.) for the Board, its schools, classes, or extracurricular teams or clubs, an*
79 *employee, student, parent support or other fundraising group must first apply in writing*
80 *to the building Principal and receive prior approval for the crowdfunding activity as*
81 *outlined above. However, requests to the building Principal for prior approval of*
82 *crowdfunding activities must also include the name of the website or application to be*
83 *utilized, a full description of the reason for the crowdfunding activity, a copy of the*
84 *proposed personal profile to be listed on the site/application, and the proposed content to*
85 *be uploaded to the crowdfunding website or application, including images.*

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87 *In addition to following the procedures outlined below for the handling of funds and*
88 *record-keeping, the following additional regulations apply to funds received from*
89 *crowdfunding activities. Any funds received from crowdfunding activities must be*
90 *deposited directly into a school activity fund and may not first be received by the*
91 *employee, student, parent group or other fundraising group. Crowdfunding activities*
92 *must comply with all Board policies, regulations and procedures, and shall not include*
93 *photos of students or the sharing of any confidential student information.*

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95 **OR** *[Both of these sections may not be used together in the same policy]*

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97 **Prohibition on Crowdfunding Activities**

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99 *Employees, students, parent support or other fundraising groups are prohibited from*
100 *fundraising using crowdfunding (e.g. the use of websites or applications such as*
101 *DonorsChoose, Kickstarter, GoFundMe, etc.) on behalf of the Board, its schools, classes,*
102 *or extracurricular teams or clubs.]*

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105 **Handling of Funds and Record-Keeping:**

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107 The fundraising activity must comply with all applicable policies and procedures with
108 respect to the processing of monies by staff members and/or students (e.g. school activity
109 fund regulations and regulations pertaining to maintaining cash within classrooms or
110 school buildings).

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112 Student, parent support or other sanctioned fundraising groups shall keep detailed and
113 accurate contemporaneous records of the fundraising activity, with the Sponsor
114 responsible for ensuring compliance with this requirement.

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116 Such detailed and accurate records shall be subject to inspection by school officials at any
117 time.

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119 At the end of the activity, the Sponsor shall produce a final report showing the amount of
120 money raised, the number of students who participated, the purposes for which the
121 designated funds will be used, and any other information as may be required by the
122 Principal and/or Superintendent of Schools.