

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2019

Revised: September 6, 2022

SOP No. 16 FUNDRAISING ACTIVITIES

1. PURPOSE: To establish procedures for fundraising activities by student organizations and/or staff members.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: The Principal is responsible for ensuring compliance with this policy and will make sure all information is turned in to the Business Office in a timely manner.
4. APPROVAL: All fundraising events or activities shall be pre-approved by the Superintendent/designee.
5. PROCEDURES:
 - a. PRE-APPROVAL REQUIRED

All clubs, organizations, or staff members shall request pre-approval in writing, from the Superintendent/Designee, to raise funds. Include a description of the method and purpose for the fundraising activity. Keep a copy of this approval in the fundraising activity file for future reference and submit it to the ASC as an informational item at the next meeting.
 - b. DEPOSITS & WITHDRAWALS

All deposits and withdrawals shall comply with procedures in SOP No. 15 – Cash Handling. ALL FUNDS MUST BE DEPOSITED INTACT AND AS SOON AS POSSIBLE. Funds may not be used to cash personal checks, pay vendors, reimburse expenses, pay refunds, or any other purpose other than deposit. Under no circumstances may employees take district cash home with them. FAILURE TO COMPLY WITH THIS POLICY IS GROUNDS FOR DISCIPLINARY ACTION.
 - c. SOLICITING CONTRIBUTIONS

Soliciting contributions is not considered fundraising, but still requires the Superintendent’s pre-approval.
 - d. CROWDFUNDING

Crowdfunding is the practice of funding a project, idea, or items by raising small amounts of money from a large number of people, typically via the internet. The following summarizes the District’s guidelines and procedures for District staff when

wanting to initiate a crowdfunding effort. Note: The District will take into account the volume of requests and may reserve the right to limit the number of requests approved.

- 1) Establishing any online crowdfunding accounts on behalf of a classroom, school or the District, requires written pre-approval from the Superintendent/Designee, who must also ensure BP 3290 is followed.
- 2) Requests for technology must also be pre-approved by the Technology Director.
- 3) Requests that require electric, plumbing or other facility considerations must be approved by the Maintenance & Operations department.
- 4) Approved requests must be forwarded to the Business Office.
- 5) Following notification of final approval, the staff member can create the crowdfunding page.
- 6) No use of the District name, logo, or likeness by any staff member, student or school group may be used for crowdfunding purposes without prior written permission as stated above.
- 7) The District will not fund the remainder of projects receiving partial funding from donors.
- 8) All cash or property secured from crowdfunding is the property of the District.
- 9) All funds raised must be deposited to the ASC's checking account as soon as possible, accompanied by a dated report from the crowdfunding site.
- 10) SOP No. 5 – Purchasing must be followed for the expenditures made with the proceeds of any crowdfunding.
- 11) If there are any unspent funds, the ASC will determine the appropriate way to spend or return the unused funds.
- 12) All items/materials obtained through District-approved crowdfunding are the property of the District. While preference is given for the items/materials to be used and maintained by the employee/group who originally obtained them through crowdfunding, the District reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary.

REFERENCES:

BP 3452 – Student Activity Funds

BP 3290 – Gifts/Grants/Bequests

EXHIBITS: Fundraising Activity Request