

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. All fundraising requests must have a clearly defined purpose, goal, targeted amount of money to be raised and a list of items that fundraised money will be used for. All fundraiser money raised above targeted amount will be subject for review and may be put into the Activities General Fund to be used by other programs throughout the Activities Program.
- D. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- E. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- F. Prior to commencing fundraising to support a student overnight trip, the group responsible for coordinating the trip must clearly define how the funds raised through fundraising activities to support the trip will be used. The group must provide a handbook that includes the procedures for how fundraising activities to support the trip will be conducted and should include a schedule of possible fundraising activities. The handbook should also clearly state whether or not students who raise more money than they need through the coordinated

fundraising activities to cover the cost of their trip will be able to transfer excess funds that they raised to cover the cost of other school coordinated trips, be applied to a younger sibling's future participation in school coordinated trips, or if those excess funds will need to be applied to the general activity account for the group planning the trip to be used to support other group activities. Handbooks must be approved by the building principal prior to being distributed to students and/or their parents.

- G. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Adopted: February 16, 1999
Revised: January 27, 2015
Revised: May 24, 2017
Revised: November 13, 2018

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)