

FUNDRAISING

AR 3452.1 (a)

To establish procedures for fundraising activities by student organizations.

RESPONSIBILITY: The Principal is responsible for ensuring compliance with this policy and will make sure all information is turned into the district office in a timely manner. The Director of Finance is responsible for compliance involving State reporting requirements, if applicable.

APPROVAL: All fundraising events or activities shall be approved by the site Principal; however, a copy of the request and approval must be sent to the Superintendent or designee and the Finance Director.

ALLOWABLE FUNDRAISING ACTIVITIES:

- **Student Stores:** From 12am until 30 minutes after the school day, any food sold must comply with State and Federal regulations. From 30 minutes after the school day, the student store may sell non-FDA approved foods.
- **Silent Auctions:** A community friendly fundraiser involving procuring an exciting range of items and packages (possibly through donation), setting the starting prices, and then inviting guests to explore the offerings and place their bids via paper sheets or mobile tools.
- **Book sales:** A community-friendly fundraiser where students and staff donate gently used books to sell.
- **Readathons:** A way to encourage reading by having parents donate for books students read.
- **School Dances:** A popular event where students buy tickets and there are often food and drink sales.
- **Walk-a-thons:** A way to encourage activity and raise funds for student activities.
- **Bake sales:** A classic school fundraiser that can be coordinated with other events. Student volunteers can provide baked goods for a stand.
- **Car washes:** A simple and effective way to raise money. A car wash can be set up in the school parking lot.
- **Online merchandise sales:** Sale of school branded merchandise.

RESTRICTED FUNDRAISING ACTIVITIES:

- The following activities qualify as “games of chance” and gaming activities:
 - 50/50 - Split the pot
 - Squares
 - Raffles
 - Cake walks
 - Etc.

If a fundraising group wishes to raise funds through games of chance, they must be in compliance with all applicable State of Alaska gaming laws and regulations and agree to hold all relevant gaming licenses or permissions. Funds raised via “games of chance” may be donated to the school as and to the extent permitted by State of Alaska gaming laws and regulations by fundraising committees, parent groups, and community organizations. Those organizations who raise the money will be responsible for all reporting to the State of Alaska.

FUNDRAISING

AR 3452.1 (b)

- No disruption: Fundraising activities should not disrupt the school day or the instructional programs
- Online crowdfunding is not permitted without written approval from the Superintendent or designee.

FUNDRAISING PROCEDURES:

- All District teams or activity groups must receive pre-approval in writing from the principal in order to raise funds. The pre-approval should include a description of the fundraising method and the purpose of the fundraising activity. Keep a copy of this approval in the fundraising activity file for future reference.
- All fundraising deposits and withdrawals shall comply with procedures set out in SOP - Cash Handling. **ALL FUNDS MUST BE DEPOSITED INTACT AS SOON AS POSSIBLE.** Funds **may not be used** to cash personal checks, pay vendors, reimburse expenses, pay refunds, or any other purpose. Under no circumstances may employees take district cash home with them. **FAILURE TO COMPLY WITH THIS POLICY IS GROUNDS FOR DISCIPLINARY ACTION.**
- Soliciting contributions/donations from outside organizations/agencies is not considered fundraising but still requires the Principal to request approval in writing from the superintendent or designee. Donations may not be used to sway the opinion of government officials or to obtain special treatment.

(cf. 3450 - Money in School Buildings)

(cf. 3452 – Student Activity Funds)

(cf. 3290 – Gifts/Grants/Bequests)

Adopted 10/25