

# STUDENTS

## Fund-Raising and Solicitation

511-NB

### I. Purpose

The purpose of this policy is to address fund raising for the district including student fund-raising as well as the solicitation of funds from students, parents and staff.

### II. General Statement of Policy

The school board recognizes a desire and a need for fund-raising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fund-raising activities from becoming too numerous and overly demanding on employees, students, and the general public.

While the school board encourages students and staff to participate in their financial support as a social and community project, students, staff, parent groups and individuals or groups outside of the school district will not be permitted to conduct fund-raising drives or activities on behalf of non-school agencies or for non-school activities on school district property or during school hours unless expressly authorized by the principal or appropriate administrator.

### III. Definitions

- A. School fund-raisers are approved fund-raisers conducted by students, staff, or parent groups. These fund-raisers fall under the provisions of Section IV.
- B. Non-school fund-raisers are fund-raisers conducted by groups outside the jurisdiction of the schools. Non-school fund-raisers may or may not be for the benefit of the school district, its students or staff.

### IV. School Fund-Raising

- A. All school fund-raising must be approved in advance by the principal or appropriate administrator. The purpose of each fund-raiser must be identified and approved in advance. A form shall be available for this approval.
- B. Fund-Raising during the school day is not allowed unless expressly authorized by the principal or appropriate administrator.
- C. School fund-raising shall not be conducted for the purpose of hiring licensed or support staff with the exception of the fund-raising coordinator.
- D. Individual student participation is optional. Students shall not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff shall not use their positions of influence to pressure students to participate nor shall students who do not participate in any way be penalized.

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#### North Branch Independent School District No. 138: Policy 511-NB

Adopted: June 2004

Replaces: 1325 Advertising, 1230 Recognition as an Official School Sponsored Organization, 1324 Soliciting Funds from Students, and 4137 Soliciting and Selling

Reviewed: April 14, 2011, July 10, 2014

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- E. Whenever possible, local businesses will be given opportunities to provide fund-raising services or products.
- F. The school district expects all students who participate in approved fund-raising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fund-raising activities.
- G. Door-to-door sales are discouraged but, if approved by the principal or appropriate administrator, students may be allowed to sell according to the following guidelines:
  - 1. K-5 No door-to-door sales allowed
  - 2. 6-8 Allowed only if parent or guardian is with student
  - 3. 9-12 Allowed only if two or more students work together.
- H. The school district will provide alternative ways for people to donate money to schools without purchasing fund-raiser products.
- I. Funds raised at grades K-8 must not create inequities within buildings. Proceeds shall be distributed based on approval from the building principal(s) or appropriate administrator(s).
- J. Information explaining the district's fund-raising policy will be summarized in fund-raising materials and the full policy will be available on the school district website or from the school offices.
- K. Each school will submit to the School Board annually a report detailing fund-raising activities, the amount earned, and how the funds were utilized.

### V. Non-School Fund-Raising

- A. Non-school groups who conduct fund-raisers to benefit school programs independently will be treated in accordance with Policy 706 (Acceptance of Gifts).
- B. Any employee or student of the School District involved in fund-raising with a non-school group must maintain a clear separation between the group and the school by:
  - 1. Communicating to staff, students and parents that the fund-raiser is a non-school effort;
  - 2. Clearly stating to staff and students that their participation is optional and that there is no penalty for not participating;
  - 3. Meeting the provisions of Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees) when the fund-raiser is sponsored or promoted by the school district or Policy 904 (Distribution of Materials on School District Property by

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Nonschool Personnel) when the fund-raiser is sponsored or promoted by individuals or groups outside of the school district;

4. Ensuring that no fundraising costs are incurred by the District.
- C. Non-school groups may conduct fund-raisers to support school activities on school property if they meet the following conditions:
1. It is made clear that the fund-raiser is not a school-affiliated event. A disclaimer stating such must be included on printed materials. Materials may not include any emblem, logo, mascot or other design associating the materials with the school district except in accordance with Policy 905 (Advertising).
  2. Pre-approval of the fund-raising activity is received from the building principal or appropriate administrator.
  3. The purpose of the fund-raiser has been approved by the building principal or appropriate administrator and is clearly communicated to all participants.
  4. No cost associated with the fund-raiser is incurred by the District.
- D. Non-school groups, students and staff may conduct fund-raisers on school district property to support non-school activities that do not otherwise directly benefit the school district if the purpose of the fund-raiser does not conflict with school district purposes, is approved by the building principal or appropriate administrator and complies with District policies and procedures and any other conditions imposed by the building principal or appropriate administrator.
- E. Non-school groups or individuals must comply with the Policy 903 (Visitors to School District Buildings and Sites) when conducting activities on school district property.

### VI. Solicitation

- A. Solicitation of students and staff on school district property for the sale of products and services not related to an approved fundraising effort is prohibited. This prohibition applies to students and staff as well as non-school individuals, groups or businesses. Exceptions will be made when such services and products directly relate to a school district activity or are directly sponsored or provided on behalf of the school district and are approved in advance by the superintendent. Such activities include, but are not limited to, the sale of yearbooks, class rings, graduation announcements, school pictures, etc.
- B. Salespeople are prohibited from visiting employees during school hours for the purpose of soliciting the sale of products or services for use by the school district, students and staff for educational purposes unless prior approval is obtained from the building principal or appropriate administrator.

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- C. Students and employees are prohibited from using school time or school facilities in connection with any personal activity for personal financial profit outside of the regular school program.
- D. Commercial advertising shall not be announced, distributed or otherwise promoted in or through the schools except as provided in Policy 904 (Distribution of Materials by Non-School Personnel and Policy 905 (Advertising)).
- E. No student, employee or other entity acting on behalf of or for the benefit of the school district may request a candidate or committee to contribute to the school district, buy tickets for or pay space in a publication unless:
  - 1. The solicitation is for a business advertisement in a periodical in which the candidate was a regular contributor before candidacy;
  - 2. The contribution relates to ordinary business advertisements;
  - 3. The contribution is a regular payment made to the school district by a candidate, of which the school district was a member, or to which the candidate was a contributor for more than six months before candidacy.

**Legal References:** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 211B.08 (Solicitation of Contributions Prohibited)

**Cross References:** Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Policy 706 (Acceptance of Gifts)  
Policy 903 (Visitors to School District Buildings and Sites)  
Policy 904 (Distribution of Materials on School District Property by Nonschool Personnel)  
Policy 905 (Advertising)

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