

511 FUNDRAISING

I. PURPOSE

The purpose of this policy is to address fundraising efforts by students and employees of the Duluth Public Schools.

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. All fundraising activities must be approved by both administration and the School Board before they begin.

III. DEFINITION

- A. Fundraising examples include, but are not limited to, grocery bagging for tips, gift and discount card sales, book fairs, food sales, plant sales, Box Tops for Education, and crowdfunding activities. Any activity for the purpose of raising funds for a club, team, or school is considered a fundraiser.

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 both the administration and school board. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. 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.
- E. 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.
- F. The building administrators shall be responsible for complying with the District's Wellness Policy (Policy 533).

- G. When a fundraising event is taking place at a district site, the Facility Use Coordinator must be contacted.

IV. MONTHLY REPORT

All fundraisers shall be reported to the school board on a monthly basis and will describe the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)
Minn. Stat. § 123B.36 (Authorized Fees)

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

Other References: 2019 UFARS Chapter 14 Student Activity Accounting

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