

FUNDRAISING POLICY

The Board of Trustees recognizes that fundraising is an important component of community support that helps to enrich the educational program at every level. However, the Board of Trustees also recognizes that issues such as excessive solicitation of businesses and patrons, student safety, distractions and time commitments, and financial ethics can arise when fundraising activities are undertaken.

TYPES OF FUNDRAISING

Each year, Lyon County School District schools participate in a variety of fundraising activities, including:

ACTIVE – includes active promotion by the school and active involvement of students.

GROUP – all team or organization members participate and all funds raised are used for the mutual benefit of the team or organization members.

INDIVIDUAL – participation is optional for individual students and funds raised by the individual are used to pay that individual student's costs.

PASSIVE – initiated by outside entities that involve minimal supervision or participation (i.e. collecting box tops or proofs of purchase, book fairs, recycling, student pictures, and business partnerships).

SCHOOL SPONSORED – events or activities initiated, managed, or supervised by schools, teachers, staff, or administrators.

FUNDRAISING APPROVAL

All fundraising must have prior approval by the school principal and be documented using the ~~School Sponsored Fundraising Approval~~ **Fundraiser Request Form**. The principal has absolute discretion to approve or deny any fundraising activity in consultation with the Superintendent or designee. Prior to giving approval, the principal or designee will review the following with the requester:

- 1) The purpose of the fundraising activity.
- 2) How the money will be collected, accounted for, and spent, including finance and auditing procedures.
- 3) Guidelines and directions that will be given to students regarding their participation.
- 4) Identifying potential risk concerns and incorporating mitigating measures, including student safety, transportation issues, and appropriate supervision.

**FUNDRAISING - ADMINISTRATIVE REGULATIONS FOR FUNDRAISING
ACTIVITIES**

All funds raised in school sponsored fundraising activities are public funds and are to be used for the benefit of students and school programs or activities. Administration, staff and other District employees responsible for the supervision of school sponsored fundraising activities shall ensure that District policies and guidelines for handling and depositing funds are strictly followed.

- 1) Fundraising activities shall not count as instructional time and are not allowed to interfere with classroom instruction.
- 2) Establish reasonable goals so that the activities do not put undue financial pressure on students, families, or the community.
- 3) Programs or activities which provide wholesome recreational and/or educational opportunities for students are to be encouraged and emphasized.
- 4) Only fundraising activities that offer at least a 30% profit margin after all costs shall be allowed.
- 5) All funds raised by student organizations must be expended for the benefit of the students and for the purpose stated on the fundraising application Fundraiser Request Form.
- 6) Student participation in fundraising activities will be strictly voluntary and quotas will not be assigned. Under no circumstances will students' grades, academic standing, or participation in extracurricular or athletic activities be impacted by fundraising, although students or parents who choose not to participate in school- sponsored fundraising may be charged for their individual student's portion of the cost of the activities for which the funds are raised.
- 7) Door to door sales are prohibited for all students, unless accompanied by a parent or guardian.
- 8) With express pre-approval of the principal and superintendent/designee, District employees may receive reimbursement for expenses incurred while supervising school-sponsored fundraising activities.
- 9) All funds generated through fundraising activities must be turned in to the principal's secretary/designee daily for deposit. The principal's secretary/designee will verify the funds received and issue the cash receipt.
- 10) All funds should only be used for those items/services specifically noted on the School Sponsored Fundraising Fundraiser Request Form approved by the principal.
- 11) Surplus or unused funds from fundraising activities must be used for other program expenses. Without a plan for how surplus funds will be used, funds will revert to the school's general student activity fund. In no case will surplus funds revert to students, parents or donors.

ATHLETIC FUNDRAISING

Athletic Team spirit packs or similar individual items may not exceed \$125.00 in personal cost to any student. If the total cost of a spirit pack exceeds that threshold, the difference must be covered through an approved fundraiser with administrative approval. Fundraising for spirit packs is permitted and encouraged as a means of reducing the financial burden on student families. However, fundraising is not permitted for items included on the district-established rotation list (e.g., uniforms, pole-vault pits, and other capital equipment), as these are funded through the district procurement cycle.

For items outside the rotation list, employees/coaches, with administrator approval, may select vendors at their discretion. All fundraising transactions must comply with nepotism restrictions; no contracts, purchases, or vendor arrangements may involve family members of the administrator, employee, coach, advisor, or sponsor conducting the fundraiser.

Employees/Coaches shall not solicit booster organizations directly for sport-specific funding, nor shall employees/coaches fundraise through booster organizations for their individual program. All requests for booster funds or fundraising must go through the school administration. Employees/Coaches may assist as a participant only with general booster events (e.g., crab feeds, golf tournaments), but those events are not intended to fund a specific sport or program.

CHARITABLE FUNDRAISING

In addition to those listed above, the following additional regulations apply to charitable fundraising:

- 1) In addition to principal approval, the Superintendent or designee must approve in writing all fundraising to benefit non-school organizations, such as not-for-profit groups. In considering requests from schools or school-related groups to raise funds for non-school organizations, the Superintendent or designee will consider the following factors:
 - a. The organization and/or organizational cause for which the funds are to be raised. Although 501(c)(3) status is one indication of a worthy charitable cause, it is not required for an organization to be considered as a fundraising beneficiary.
 - b. The instructional value or learning benefits to the students involved in the fundraising.
 - c. The benefit to the community, especially the children and youth in the community.
 - d. The benefit to the youth of Nevada or the nation.
 - e. The amount of the funds anticipated to be raised.
 - f. The groups being solicited.

2) All fundraising for non-school organizations must include these visible or verbal notices:

- a. "This [insert fundraising activity] does not directly benefit Lyon County School District or its students."
- b. "Funds raised by this [insert fundraising activity] will be donated to [insert organization]."

ONLINE FUNDRAISING OR CROWDFUNDING

- 1) "Crowdfunding Service" means a web-based service used for the solicitation of goods, services, or money from a large number of people via the Internet.
- 2) All property and funds received as a result of online fundraising or solicitation via a crowdfunding service undertaken using association with Lyon County School District becomes the property of the District.
- 3) The District finance office will maintain a list of approved online fundraising or crowdfunding sites/organizations which meet all the necessary tax and finance laws. Employees of the District must use approved sites/organizations. Approved crowdfunding sites/organizations are listed below:

- a. DonorsChoose.org

In addition to those listed above, the following regulations apply specifically to online fundraising or crowdfunding:

- b. Online fundraising or crowdfunding associated with Lyon County School District must only be undertaken by employees of the District.
- c. The principal of the school and the Superintendent or designee must approve all online fundraising activities prior to any employee posting any such fundraising solicitation.
- d. Employees must only use crowdfunding services that send the items or proceeds solicited by the employee directly to the school where he or she is employed.
- e. Any employee seeking to display or post a photograph of a Lyon County School District student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent and the principal.
- f. If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal on the Fundraiser Request Form.
- ~~g. If a solicitation is not fully funded within the time period required by the crowdfunding service, donations must be returned to the donor.~~
- ~~h. If, for any reason a solicitation cannot be concluded (for example, the employee no longer works at the original school), donations must be returned to the donor.~~

- i. Any solicitation must be for educational purposes only (for example, field trips, art supplies, science kits, books, etc.). The solicitation of personal items (for example, winter coats, nutritional snacks, etc.) must benefit students directly.
- j. Unless otherwise approved by the school principal in writing, all goods and proceeds solicited and received through any online solicitation becomes the property of the District, and not of the individual employee who solicited the items or funds. The employee is prohibited from taking any such items or funds to another school or location without the school principal's written approval.
- k. Any items purchased above the fixed asset threshold will receive a District fixed asset tag and will be added to the site fixed asset listing.

FUNDRAISING REQUEST PROCEDURES

All fundraising activities conducted using the name of any Lyon County School District school require prior written approval from the site administrator. No fundraising may begin until the Fundraiser Request Form is fully completed, all required attachments are submitted, and administrative approval is granted. Incomplete submissions will be returned, and no employee coach, advisor, or sponsor may solicit funds, distribute materials, or advertise a fundraiser until written approval is granted.

Every request must include two mandatory attachments: (1) a donor-facing flyer that explicitly describes purpose of the funds being raised and how the funds will be used; and (2) an itemized vendor quote for all goods and/or services to be purchased with the funds raised. Additionally, if the fundraiser requires an upfront cost investment before revenue is generated (e.g., purchasing candy, merchandise, or supplies for resale), the requester must disclose that cost on the form and secure approval from the principal/supervisor before making any purchase. Requests submitted without the required attachments will not be approved.

The school's name, logo, or District identity may not be used for any fundraising purpose without the express approval of the principal and superintendent/designee. Coaches, employees, and sponsors do not have independent authority to represent the school or District in solicitations of any kind. All funds raised must be deposited into the specific school activity account designated on the Fundraiser Request Form (e.g., soccer, football, cheer, band, Junior class) and may not be redirected to other accounts, personal use, or general pools without prior administrative authorization. Money collection must be coordinated through the school office, which will issue receipts.

Every fundraiser request must include a plan for communicating outcomes to donors once the fundraising goal is met and items are purchased. This includes a description of how donors will be notified of fundraising results and how funds were spent. Requesters are strongly encouraged to provide written acknowledgment or "thank-you" correspondence to significant donors.

No fundraiser may be advertised through social media, flyers, or any other channel until the request has been formally approved by the principal and/or superintendent/designee as applicable.

Appendix A



Lyon County School District

By submitting this form, the requester acknowledges that all fundraising guidelines above have been read, understood, and will be followed. Failure to comply may result in denial of current or future fundraiser requests and may lead to disciplinary action.

FUNDRAISER REQUEST FORM

SECTION 1: GENERAL INFORMATION

School: _____

Sport / Activity / Group: _____

**Requesting
Coach/Advisor:** _____

Date: _____

SECTION 2: FUNDRAISER DETAILS

Title of Fundraiser: _____

Purpose of Fundraiser (clearly specify what the funds are being raised for.):

Items Being Sold or Method of Fundraising:

Selling Price: _____

Estimated Revenue: _____

Proposed Fundraising

Dates: _____

Time: _____

Location of Fundraiser: _____

SECTION 3: COST AND FINANCIAL DETAILS

Total Cost of Items and/or Services to be Purchased (per attached quote): _____

Upfront Investment Required Before Sales Begin: _____

(e.g., purchasing candy, merchandise, or supplies before the fundraiser)

Describe the upfront cost and how it will be funded:

SECTION 4: COMMUNICATION PLAN

How will donors be informed of fundraising results and how funds were used?

Plan for donor acknowledgment or “thank-you” (describe method):

SECTION 5: REQUIRED ATTACHMENTS

The following must be attached to this form. Incomplete submissions will not be reviewed.

- Donor-facing flyer explicitly describing the purpose of the funds being raised and how funds will be used.
- Itemized vendor quote for all goods or services to be purchased with the funds raised.
- Upfront cost documentation, if applicable.

SECTION 6: REQUESTER ACKNOWLEDGMENT

By signing below, I confirm that I have read and understand the Lyon County School District Fundraiser Guidelines included with this form and outlined in LCSD Board Policy DA - Fundraising. I agree to comply with all district policies and procedures regarding fundraising, use of school name, fund accounting, and donor communication. I understand that no fundraising activity, advertising, or solicitation of any kind may begin until this form is fully approved.

Requester
Signature: _____

Date: _____

Print Name: _____

ADMINISTRATIVE APPROVAL

This section is to be completed by the site principal. Do not approve unless all required attachments are included and guidelines have been met.

PRINCIPAL / DESIGNEE FINAL APPROVAL

Signature: _____

Date: _____

Print Name: _____

Title: _____

Approved Not Approved Approved with Conditions (see notes)

Notes:

FOR OFFICE USE ONLY

Date Form Received: _____

Action Date: _____

Activity Account Number: _____

- Flyer attached and reviewed
- Itemized quote attached and reviewed
- Upfront cost documentation attached (if applicable)
- Calendar checked for conflicts

Additional Notes: