

Lyon County School District Board Memo

Date: April 28, 2026
To: Board of School Trustees
From: Harman Bains, Executive Director of Operations
Re: Policy DA Fundraising

Recommendation:

That the Board of Trustees approve the proposed changes to Policy DA Fundraising.

Background Information:

Over the past decade, fundraising activity across Lyon County School District has grown substantially in volume, complexity, and financial exposure. During that same period, school sites have largely operated under their own informal practices, producing inconsistent approval workflows, uneven documentation, and other varying standards. The revised policy establishes a single, uniform standard that every school site will follow and significantly reduces the District's exposure to financial and legal risk.

The revised policy also restructures the relationship between District employees and booster organizations. Coaches and employees may no longer solicit booster organizations directly or fundraise through them for their individual program. All booster requests must be routed through school administration, and employees may participate in general booster events only as participants. This restores administrative oversight and reinforces the principal as the accountable authority for fundraising conducted under the school's name.

On the documentation side, every Fundraiser Request Form now requires two mandatory attachments and disclosure of any upfront cost. Each request must include a donor-facing flyer describing the purpose and intended use of funds, along with an itemized vendor quote for all goods or services to be purchased. Any upfront investment, such as merchandise purchased for resale, must be disclosed and approved before purchase, and incomplete submissions will not be reviewed. This creates an audit-ready standard and prevents financial commitments from being made in advance of approval.

The policy also establishes formal donor communication and advertising controls. Every approved fundraiser must include a plan for notifying donors of results and how funds were spent, with written acknowledgment of significant donors strongly encouraged. No fundraiser may be advertised through any channel before formal approval, and the District's name, logo, or identity may not be used without express approval of the principal and superintendent or designee. This protects the District's institutional identity and ties funds raised in its name directly to their stated purpose.

***Mission Statement** Lyon County School District fosters learning for life, empowers connected learners, promotes student ownership, and encourages discovery learning for success in a rapidly evolving world.*

Budget Considerations:

N/A

Discussed at Previous Meeting:

N/A

Attachment(s):

Board Policy DA Fundraising



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