

## 518 STUDENT FUNDRAISING

Replacement Policy: August 13, 2008

Revised: Oct 12, 2022

### A. Purpose

The purpose of this policy is to address student fundraising efforts.

### B. 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.

### C. Responsibility

1. It shall be the responsibility of the building principals to develop 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.
2. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
3. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
4. 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.
5. 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.

### D. District Credit Card Use

Student Activity groups that need to purchase items using the District credit card need to fill out a requisition form to be approved by Administration estimating the cost of the purchase. Upon approval, credit card will be given to Advisor whereas itemized receipts outlining any items purchased and the corresponding Credit Card Usage Form need to be submitted to the Business Manager. Failure to comply with the credit card use procedures may result in denied future card use requests.