

CHAPTER 7.00 - BUSINESS SERVICES

FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

7.40

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

- I. Money derived from any school fund-raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board rules and State Board of Education rules. A financial report must be filed with the principal after each fund-raising activity.
- II. Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.
- III. The determination of the fund-raising projects and activities for a school shall be the responsibility of the principal and staff and shall conform to the following conditions and any directives by the Superintendent:
 - A. Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full written justification of the need and explanation of the manner in which the funds will be expended.
 - B. Merchandising projects shall be kept to a minimum.
 - C. Any fund-raising activity which might expose the School Board to extraordinary liability requires advance approval of the Superintendent or designee.
 - D. Student fund-raising to benefit charitable organizations require advance approval of the Superintendent or designee. Monies collected for charity must be processed through a school fund account.
- IV. A parent-teacher association or any other organizations connected with the school may sponsor fund-raising activities, provided school work and time are not adversely affected. Such activities shall be conducted in accordance with School Board rules. Unlawful activity shall be prohibited by any school group or on School Board property.
- V. Schools shall not raise funds through lotteries, raffles, and other activities of chance.

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- VI. Fund-raising activities for which students are charged an admission fee shall not be conducted during school hours.
- VII. Door-to-door fund-raising by elementary students is prohibited.
- VIII. Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the principal's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation away from the school. The principal shall approve a solicitation activity only when funds cannot be raised otherwise. This rule does not preclude private or volunteer contributions for athletic or other purposes.
- IX. Food and beverage services which are available to students shall be provided only during the school day by the food and nutrition service program. However, school organizations approved by the School Board shall be permitted to sell food and beverage items to students in secondary schools even though the sale of such items is in competition with the food and nutrition service program.
 - A. School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period.
 - B. Food sold by school organizations shall comply with the provisions of State Board of Education rules.

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FINANCIAL AND PROGRAM COST
ACCOUNTING AND REPORTING FOR
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