

District Fundraising Procedure

District fundraising programs for students shall: (1) further K-12 education; (2) provide educational experiences; and/or (3) address local funding obligations that support the educational mission of the District and/or promote the effective, efficient, or safe management and operation of the District. The purpose or use of such programs shall be consistent with the policies and programs of the District.

Proposals for District fundraising programs shall be reviewed and approved in advance by the superintendent or designee to ensure compliance with the following procedures. The superintendent or designee shall make all compliance determinations.

1. Building and program administrators are designated to authorize fundraising activities for their specific school/program.
2. Fundraising programs may sell products and services that are appropriate for the program's educational purposes and/or promote the effective, efficient, or safe management and operation of the District, but such fundraising enterprises shall not be created solely for commercial purposes. Any fundraising enterprise purchased must be done in accordance with applicable District policy and/or practices, and all money receipted from fundraising shall be accounted for and deposited in accordance with District accounting requirements.
3. Fundraising programs may use donated personal items or services for an auction, sale and/or raffle so long as they cause no health or safety hazard and are voluntarily donated or provided.
4. Any contracts with a third-party vendor or promoter as part of fundraising shall be consistent with District policies and with appropriate authorization of the superintendent or designee. Students, parents, staff, or volunteers cannot bind the District to contractual obligations and only authorized employees may do so.
5. Any advertising program shall be approved by the appropriate building administrator and must support the educational mission of the District and/or promote the effective, efficient, or safe management and operation of the District. All signage must be prepared and presented in a manner that does not detract from the overall appearance of district facilities.

Adoption Date: August 14, 2008