

P1410 FINANCIAL CAMPAIGNS AND MONEY RAISING PROJECTS

BOARD POLICY:

Limited fund raising activities that are consistent with the aims and objectives of the educational program of the school system may be conducted in the schools.

All campaigns or projects conducted in a building must be authorized by the principal and must be in accordance with the Board policy on commercial activity. Pupil participation shall be limited to school sponsored campaigns or activities.

Administrative Implemental Procedures:

1. School-wide financial campaigns for charitable and humanitarian purposes shall be carefully planned, limited, and combined whenever possible to avoid duplication of effort and to avoid imposing on those being solicited for funds.
 - a. Generally, only one major campaign shall be permitted each school year to secure funds from pupils for charitable and humanitarian needs.
 - b. An appropriate name, such as *Student Friendship Fund*, shall be given this single unified campaign.
 - c. All schools shall schedule this campaign during the week preceding the community United Way fund drive.
 - d. Principals or representative committees shall determine the disposition of funds collected through this campaign. All funds must be processed through the School Activity Fund.
 - e. Building personnel shall have the choice to donate funds to any agency they believe worthy of support.
 - f. Campaigns conducted by individual charitable nonprofit organizations normally shall not be sponsored by the school. Pupil involvement in these campaigns either on or off campus must clearly identify the charity they represent, rather than the school, in their promotional activities.
2. Money raising projects conducted by pupils in behalf of clubs, classes, or other school organizations must have approval of the principal.
 - a. Individual school needs and circumstances shall determine the advisability of each fund raising project.
 - b. Prior planning through school activity budgeting should keep money raising projects in proper perspective and discourage impulsive and competitive efforts.
 - c. Projects involving pupils shall be approved only when such projects result in direct benefits to the pupils.
 - d. Equal opportunity shall be assured for approved groups requiring money-raising projects.
 - e. Projects shall be avoided which have strong coercive features or which possess lengthy excessive commitments of responsibility.
 - f. Pupils are not to be coerced into participation in a campaign nor embarrassed by nonparticipation. Written permission from parents should be obtained before elementary pupils engage in selling items in the neighborhood or soliciting contributions for projects.
 - g. Care should be taken to avoid exploiting pupils in advertising products not being sold at the time.
 - h. Pupils involved in money raising activities in the community must present identification to community residents regarding the school organization they represent and the purpose of the campaign. Such identification might take the form of a note of explanation on

- school letterhead.
- i. Activities involving competition among pupils, including the awarding of cash and other prizes, are prohibited unless approved by the appropriate Assistant Superintendent of Elementary or Secondary Schools.
 - j. Careful accountability of products and funds must be planned and structured in order to protect all participants and school personnel. All funds must be deposited in the School Activity Fund.
3. Fund raising projects sponsored by school related organizations (PTA/PTSA, school community council, booster club, etc.) must have the principal's approval if the funds are raised in behalf of the school or in the name of the school.
- a. The fund raising projects must be constructed with the educational goals of the school and the school district in mind.
 - b. Principals may approve staff participation in fund raising projects conducted in the building.
 - c. Careful accountability of products and funds must be planned and structured in order to protect all parties involved in the fund raising.
4. Other fund-raising and donations are governed by the following Board policies: P1408 – *Commercial or Proprietary Functions*; P1409 – *Employee Fund-Raising Campaigns*; P1411 – *WPS Gift Funds*, P1412 – *Donations – Computer Technology, Equipment, Materials, and Supplies*; and P7105 – *Private Funding of Building and Site Improvements*.

Administrative Responsibility: Elementary and Secondary Education Offices

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