

FUND RAISING AND SOLICITATION

I. FUND RAISING ACTIVITIES

A. Definition: the solicitation of monies through the sale or promotion of product or services.

B. Guidelines:

1. It is the Regulation of the Board to require persons, groups, and organizations who engage in fund raising activities on behalf of Uinta County School District #4 or its schools to fill out and file a **FUND-RAISING APPLICATION** prior to fund-raising activities.

Applications for permission to conduct community fund-raising on behalf of Uinta County School District #4 shall be submitted to the Superintendent of Schools at least thirty (30) days prior to scheduled fund raising activities. The application shall contain the following information:

- a. Name of Applicant;
- b. Name of the person, group, or organization who will be engaged in the fund-raising activity;
- c. The groups, organizations, or businesses, if any, that will be asked to donate funds;
- d. The type(s) of fund raising activity;
- e. The product or services being sold or promoted;
- f. The date(s) of the fund-raising activity;
- g. The amount of money expected to be collected;
- h. The expected expenses which will be incurred by the person, group, or organization in conducting the fund-raising activity;
- i. The percent (%) of proceeds which will go to the person, group, or organization conducting the fund-raising activity;
- j. The percent (%) of proceeds which will go to the vendor(s).
- k. Signature of Applicant _____

Date of Application _____

Requests for permission to conduct IN-SCHOOL fund-raising (if less than \$3,000 is collected) shall be submitted to the principal at least thirty (30) days prior to scheduled fund raising activities. Applications for IN-SCHOOL fund raisers of less than three thousand dollars (\$3,000) are not required.

For IN-SCHOOL fund raising exceeding three thousand dollars (\$3,000) applications shall be submitted to the principal at least thirty (30) days prior to scheduled fund raising activities. The application shall contain the same information as the district-wide application listed above, and, if approved by the building principal, a copy of the application shall be forwarded to the Superintendent of Schools.

Fund Raising approval criteria:

Permission to conduct fund raising may be approved by the principal and/or Superintendent based on a number of criteria including, but not limited to:

- A. Quality of the product sold
- B. Consumer complaints
- C. Volume of fund raising
- D. The percentage of collected funds which go toward students or schools
- E. The purpose rationale for the fund raising activity.

Fund-raising activities **MUST** be **APPROVED** by the building principal and/or Superintendent prior to fund-raising activities.

Fund raising shall not unduly conflict with school lunch programs or classroom activities.

2. All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extra-curricular experiences of students and shall not be in conflict with the overall instructional program. Generally funding under these regulations should be limited to finance projects which will enhance or enrich the school experience for the pupils currently involved in the club or activity. Capital improvements including equipment and materials considered essential to the instructional program are not recommended for funding by student fund-raisers.
3. Fund-raising activities and projects within all schools shall be kept within a reasonable limit and should be continuously evaluated in terms of how they relate to the promotion of educational experiences; the time involved for students and staff; and the additional demands made on the school community. A fund raising calendar will be established as part of the district's work toward this demand. All approved fund raising projects will be placed on the district calendar. All requests for placement on the calendar must be submitted to the district administration and on to the activities coordinator by **August 15** for the first semester and by January 5 for the second semester. Such postings will serve to monitor the volume of activities occurring at any given time, and provide a mechanism by which parents/patrons may certify that a fund-raising activity has district approval.
4. Principals have the right to prohibit any organization from directly soliciting from student in the school during instructional time. However, nothing in this regulation prohibits students from fund raising as individuals or as part of community groups, as long as such activities are conducted outside school hours. Participation in such activities shall be on a voluntary basis, and no student shall be compelled to make a purchase or contribution.
5. Students may participate in charitable fund-raising drives as individuals or as part of community groups. However, such activities must be conducted outside the academic day. Participation in such activities shall be on a voluntary basis, and no student shall be compelled to make a contribution.

6. Money derived from any school fund raising project activity shall be deposited in the school district's **Student Activity** fund account and shall be disbursed as prescribed by district policy and regulation. Money derived at the conclusion of fund-raising activities shall also be reported to the district business office and shall be suspect to review during the district's annual audit.
7. Door-to-door solicitation is discouraged for all students, but shall be PROHIBITED for K-7 students. Violating organizations will forfeit the ability to conduct any fund-raising activity for the following year.

It is a regulation of the Board to require persons, groups, and organizations who engage in fund-raising activities on behalf of Uinta County School District #4 to fill out and file financial reports on such fund-raising activities.

A financial report which contains the information set forth shall be filed no later than 30 calendar days after a person, groups, or organization has completed their fund-raising activities.

The report shall be filed with the District's Bookkeeping Department and shall contain the following information:

1. The name of the person, group, or organization engaged in the fund-raising activity.
2. The type(s) of fund-raising activity
3. The date(s) of the fund-raising activity
4. The actual gross amount collected
5. The persons, group or organizations who actually donated funds
6. The expenses incurred by the person, group, or organization in conducting the fund-raising activity
7. The net amount received by the person, groups, or organization (gross minus expenses)
8. The percent of fund-raising proceeds received by the person, groups, or organization conducting the fund-raising activity (Example of what is collected: 75% went to school, 25% went to vendor)

II. SCHOOL/BUSINESS PARTNERSHIPS

A. Definition: a partnership wherein a particular business agrees to serve as a formal sponsor, financing all or part of the cost of a school organization or activity, but allowing the school officials to maintain control of the organization or activity.

B. Guidelines:

1. All partnerships must be organized with the knowledge and approval of the school principal or his/her delegated representative.
2. All details of the partnership must be in writing, signed by a business representative and the school principal or designee, and filed in the principal's office.

3. It must be understood that the school officials will maintain control of the partnership agreement.
 - a. Stipulations requested by the parties must be in the agreement.
 - b. School officials will be responsible for implementing all agreement stipulations.

- C. Partnerships would control U.S. dollar financing only. This regulation does not limit or control reward programs for Uinta County School District #4 pupils by principals or their designees. Partnerships may work with individual school principals or their designees if a manager/owner of a business desires to reward pupils with redeemable coupons, etc.

III.SCHOOL/COMMUNITY AGENCY, ORGANIZATION AND SERVICE CLUB PARTNERSHIPS

- A. Definition: a partnership wherein a particular community agency, organization or service club agrees to serve as a formal sponsor, providing service or financial support to a school organization or activity, but allowing the school officials to maintain control of the organization or activity.

- B. Guidelines:
 1. All partnerships must be organized with the knowledge and approval of the school principal or his/her delegated representative.

 2. All details of the partnership must be in writing, signed by a representative of the sponsoring organization and the principal or designee, and filed in the principal's office.

 3. It must be understood that the school officials will maintain control of the partnership agreement.
 - a. Stipulations requested by he parties must be in the agreement.
 - b. School officials will be responsible for implementing all agreement stipulations.

- D. Example agreements:
 1. A service club agrees to run the concessions for a tournament, receiving the profit in exchange for services rendered.

 2. A community organization agrees to pay \$100 per student to attend the All-Northwest Music Festival.

- E. This regulation is not intended to limit the activities of community organizations which desire to assist individuals in need through school officials. (Example: Lions Club providing eyeglasses for a needy student as determined by a school nurse)

IV. FUND RAISING WITHIN AN INDIVIDUAL SCHOOL FOR CHARITABLE PURPOSES OR TO BENEFIT A SCHOOL ORGANIZATION

- A. Definition: Fund raising that normally and most often takes place within the confines of a school with only staff, students and students' parents and interested community members participating.
- B. Only recognized school organizations will be allowed this privilege.
- C. Permission must be granted by the principal or his/her delegated representative.
- D. The fund-raising organization should provide goods, services or performance in return for donations.
- E. Participation by school personnel and students as buyers or donators must be strictly voluntary.
- F. School organizations that anticipate the need for funds are encouraged to raise funds well in advance.
- G. This type of fund-raising would include such things as concessions, bake sales, athletic booster plans, book fairs and other such types of in school fund raising.

V. FUND RAISING IN THE COMMUNITY AND SCHOOLS FOR EDUCATIONAL TRIPS

- A. Definition: Fund raising in the community and schools to secure funds for students who travel for an educational purpose under school supervision and guidelines.
- B. The school organization must provide goods or services for a cost or fee. Donations can be accepted but cannot be solicited.
- C. Application information:
 - 1. Use the application form provided in these regulations.
 - 2. Complete and submit the application form for approval of the trip to the principal or his/her delegated representative at least three months before conducting the first fund-raising activity.
 - 3. Prior to approval of the application, no planning or other preparation for the fund-raising activity is to take place except that which is necessary to prepare the request.
- D. When the trip application is approved, the school organization may enter into contract(s) with reputable fund raising organizations. The contract must be signed by the principal or his/her delegated representative.

- E. A detailed plan for the trip must be submitted to the principal one month prior to the trip using the form provided in these and other related regulation or policies.
 - 1. The trip plan must include a contingency plan in anticipation of a fund shortfall.
 - 2. All parents of students involved will receive a copy of the plan.

- F. Other policies and regulations concerning state, nationals or international competitions will apply.

Adopted: August 2008