

SAYDEL COMMUNITY SCHOOL DISTRICT

FUNDRAISING GUIDELINES

Purpose of Fundraising

The Saydel Community School District recognizes a desire and a need for fundraising. The school district also recognizes a need for guidelines to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the community. The School Board has the responsibility to monitor, supervise and control all fundraising activities associated with official school programs and activities. All fundraising efforts must follow the approval process and be approved by the Board prior to the start of the fundraiser. School employees are directed not to organize, conduct or involve students in fundraising activities unless the fundraising activity has been approved.

Significant dollars are raised every year to support our school district. The district values the participation and the support of outside organizations, including, but not limited to, our booster clubs and parent-teacher organizations.

Definitions

Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly funds school programs.

Student organizations are groups that are sponsored by the district and approved by the School Board. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events. Student organizations are directed or supervised by school district staff. Student organizations include athletics, student extra-curricular activities, clubs and student classrooms or grade levels.

Outside organizations are non school-funded groups such as parent teacher organizations (PTOs) and parent booster groups that provide supplementary support to existing school programs and activities.

Online fundraising and crowdfunding can be defined as, the use of small amounts of capital from a large number of individuals to finance a project, business venture, or to fundraise for a specific cause or charity where individuals donate online to a cause through a second party online service. (Board policy 712.R1)

Public purpose is based on Article III, Section 31 of the Iowa Constitution; public money may be spent only for the public benefit. Public purpose determinations are often case-by-case but can be defined broadly as governmental action or direction that is intended to benefit the populace as a whole, that believes there is a public purpose. Determinations must take into account the impact of the expenditure on the "greater public good" with regard to the individual(s) who may benefit from the expenditure, including other sources of potential benefit to individuals impacted by the expenditure.

Approved: June 2017

Reviewed: November 2017

Revised:

FUNDRAISING GUIDELINES CONTINUED

Approval of Fundraising Activities

The Board must approve all fundraising requests prior to the start of the fundraising activity. Prior to Board approval, the fundraising application process must be completed and receive all approvals from District administrators. Applicants may receive questions or requests for revisions during the process and should allow ample time for the application approval process.

Lists of approved fundraisers, including those planned by outside organizations, for the benefit of the school district, are presented to the School Board for review in August, November, February, and May. Any other fundraisers planned after the quarterly lists are approved may take up to a month for approval.

Fundraising Guidelines

- All funds received by the District are considered public funds, must be accepted by the Board, and must be used to support the educational mission of the District. Fundraising revenues cannot be used for private gain or political purposes. (Board policy 704.1).
- It is the responsibility of the club sponsor/activity coach/classroom teacher/staff member working with students on fundraising efforts to adhere to all established District timelines and policies related to fundraising.
- Fundraising by students for events other than school-sponsored events is not allowed during the school operational hours and school sponsored events.
- All fundraising events and funds raised through school fundraisers by student and outside organizations are under the jurisdiction of the School Board.
- The District name and school or outside organization name should be included on all fundraising information distributed. All distributed fundraising materials must include the specific goals of the fundraiser. All expenditures of fundraising revenues must have public purpose.
- Participation in fundraising activities is voluntary. No student will be excluded from an event or program because of non-participation by the student or their parents. Participation in fundraising cannot be a condition of an assigned academic grade. No student shall be forced, coerced or otherwise unduly pressured to participate in fundraising activities. Likewise, no reprimand, condemnation nor criticism shall be made of any student who does not participate or succeed in fundraising.
- Group (class or grade) incentives are the preferred means to motivate and reward students. Incentives purchased for qualifying groups of students from public funds as part of an initiative, program, or recognition (e.g., rewards, honor roll) shall be of nominal value and authorized by the school administrator. The Iowa Department of Education has ruled that there is "an absolute prohibition on giving cash to a student as an award." (The District cannot give cash to students as an award including gift cards/certificates.)
- The school district discourages fundraisers that sell food. The District will allow those fundraisers that sell food and beverages if it meets District state and federal guidelines as determined by the Director of Food Services. (Board policy 712.R2 507.9, 507.9R1, 507.9R2)

Approved: June 2017

Reviewed: November 2017

Revised:

FUNDRAISING GUIDELINES CONTINUED

- Fundraising activities during the school day will be limited and must not conflict with state laws and regulations relating to food service programs.
- The Board strongly suggests that the option to donate, as opposed to participating in a fundraiser, be considered as an option. This option should be considered based on the nature of the effort, timing of the fundraiser, and the student/parent commitment required of the fundraiser. These donations to the school are tax deductible and donations to outside organizations may be tax deductible based on their non-profit status.
- School organizations are not permitted to make donations to other non-profit organizations unless that particular purpose was identified prior to raising the funds. Proceeds from fundraisers cannot go to an individual or group that does not have designation as a 501(c)3 organization.
- Collection boxes for school fundraising must have prior approval from the building administrator before being placed on school property.
- All students who participate in approved fundraising activities are expected to represent the school, the student organization and the community in a responsible manner.
- Funds raised should complement – not replace – public funding for education.

Financial Management

- Handling funds in a public school is a serious matter governed by state law and Board policy.
- Student handling of cash should be kept to a minimum. Fundraising information should discourage giving cash to students.
- Checks should be made out payable to the Saydel Community School District, the fundraising organization (ie: Booster Club) or the fundraising company. Checks should never be made out to a District employee or individuals.
- Funds raised by students or from student activities is deposited and accounted for in school district accounts (Board policy 704.5). District employees are not allowed to have separate checking accounts for school-related activities.
- All checks and cash receipts should be deposited promptly. Under no circumstance is money to be kept in classrooms or taken from the building by the sponsor.
- The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations. Funds raised by students are kept locked up in the office of each school building. (Board policy 702)
- Sponsors/coaches will be expected to give receipts for all cash collected.
- All contracts, including those for fundraising, require Board approval.
- Sponsors assume personal responsibility for all monies collected up until those monies are deposited with the school office.

Outside Organizations (Board policy 903.1)

The Board values the participation and the support of school district community groups, including, but not limited to, booster clubs and parent-teacher organizations, which strive for the betterment of

Approved: June 2017

Reviewed: November 2017

Revised:

FUNDRAISING GUIDELINES CONTINUED

the school district and the education program. The school district will work closely with these groups.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district; however, all purchases will be made by the District after the acceptance of the donated funds.

The building administrator or Director of Activities and Community Education will serve as the liaison between the school district and any outside organizations collecting money impacting their students, building or programs.

The Superintendent shall develop procedures for implementing this policy to limit instances where the policy may negatively impact fund raising for external groups. While approval for all fundraising is required, considerations should focus on flexibility in the application process to limit discouragement from fundraising efforts that can positively impact the students of Saydel Schools.

Legal Reference: Article III, Section 31 of the Iowa Constitution
Senior Class of Pekin High School v. Tharp, 154 N.W. 2d 874 (Iowa 1967)
Iowa Code § 279.8 (2013).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Conduct
504 Student Activities
704.5 Student Activities Fund
904.2 Advertising and Promotion

Approved: June 2017

Reviewed: November 2017

Revised: