

Business and Non-Instructional Operations**Income****Student Activity Funds Management – Fundraising Rules**

These rules are not designed to restrict small building level fund raising or other minor activities as approved by the principal.

The following rules apply to ALL persons involved directly or indirectly with a student activity and/or its respective activity account. Letter identifiers are used to highlight rules that most directly effect, but in no way limit, the actions and responsibilities of that person.

The letter identifiers are as follows:

B –Board of Education

P – School Principal and/or designee

A – Activity/group advisor

S - Students

- P-1. Non-school organizations shall not be permitted to conduct money drives or sales in any school without the permission of the principal.
- P-2. Elementary children K-5 shall not be used to solicit funds or sell merchandise except with parental permission as per State Statute 103.23, age minimum. Elementary students will not be the vehicle by which cash is transmitted to the school for fund raising.
- P-3. Fund raising activities that engage in the sale or service of alcoholic beverages, tobacco or other controlled substances will not be approved.
- P-4. Each student body activity shall have an assigned faculty advisor approved by the building principal. The faculty advisor shall serve for a term of one year, or in the case of a temporary activity, for the duration of the activity. The athletic advisors shall be responsible to the athletic director.
- P-5. Ticket sales for regular school events such as athletic contests, musicals, concerts, or similar regular building functions will not be regulated by this policy.
- P-6. All fund raiser or money drives within the school building (not affecting students or adults outside the building) must have the approval of the building principal first, who shall confer with the district administrator or designee.
- P-7. Each principal will resolve conflicts and if necessary establish a priority list for requested fund raisers to be submitted to the Director of Business Services.
- P-8. Posters and handouts from non-profit organizations for the purpose of fund raising may be permitted, as permitted through Board policy, but will not interfere with school time of

- school activities. Commercial advertising will not be permitted without the approval of the principal/athletic director. No money will be collected or processed by the school for non-school organizations.
- B-1. All school fund raisers or money drives which will involve students and will be carried on outside the building, shall have the approval of the superintendent.
- B-2. If the activity is vital to the educational program, the Board of Education will consider exceptions to the above limitations.
- A-1. Food sales in the school may not compete with the school lunch program and must be conducted after the normal lunch hour(s).
- A-2. Competition with local merchants should be minimized whenever possible.
- A-3. The advisor of any student group raising funds through the sale of food items will consult with the District's Supervisor of Nutrition Services on the dietary values of any food items being considered for sale. In addition, the advisor will ask for suggestions on food products that may be offered as alternatives to items such as candy and soda.
- A-4. Student groups conducting fundraising activities that involve the sale of food items should include healthy food choices as part of the offerings and should limit or exclude food items that are high in sugar or fat. Food items should adhere to nutritional guidelines established by the Board of Education.
- A-5. Each student group activity/organization will be allowed two (2) commercial fundraisers per year. Additional commercial fundraisers may be approved by a site administrator in special circumstances. Door-to-door sales should be limited to daylight hours and are encouraged to be done on weekends.
- S-1. Class time shall not be used by students for fund raising within the community or school.
- S-2. Neither students nor staff members shall solicit others for fund raising during the school day.
- S-3. Students will not lose or gain credit or standing in a club, activity, or class for refusal to participate in a fund raising activity.
- S-4. *Elementary Level Fund Raising*
Financial and/or material incentive rewards are prohibited at the elementary level. All funds raised will be for the benefit of the entire group.
- Middle School Fund Raising*
Financial incentive rewards are prohibited at the middle school level. Material incentives will be allowed in middle school fund raising activities but must be distributed randomly among the fund raising group as a whole. How all funds are allocated to individual students must be identified and publicized prior to the fundraising activity.

High School Level Fund Raising

Material and financial incentives are allowed at the high school level. All financial incentives are to be deposited in a district activity account with the individual student credited for the fund raising efforts. Deposited money can be credited for student expenses for approved group activities. Material incentives may be distributed among individual students or to the fund raising group as a whole at the direction of the advisor. How all funds are allocated to individual students must be identified and publicized prior to the fundraising activity.

Application Procedure for Fund Raising Activities:

All fund raising activities will be authorized under the following application procedures:

The advisor of each club activity or organization will submit a fund raising application to the building principal or athletic director justifying the reason for the fund raising. The application must be submitted to the principal/athletic director at least two (2) weeks prior to the date the fundraiser is to be conducted.

The application will include item(s) to be sold, the period or time of sales, school facilities/equipment to be used, and the purpose for which the funds will be used.

The principal/athletic director will give his/her decision in writing within 1 week to the advisor.

The principal/athletic director will inform the Director of Business Services of all activities under the rule.

Legal Reference: **Section 34.05(3), Wisconsin Statutes**
Section 120.12(1), Wisconsin Statutes
Section 120.16(2), Wisconsin Statutes
Section 120.16(5), Wisconsin Statutes
Section 120.40, Wisconsin Statutes

Policy Approved: **August 21, 1985**

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