

DISTRICT FUND-RAISING ACTIVITIES

Fund-raising activities are important to the operation of selected district wide educational programs and activities as well as the overall operation of a school. They provide resources to conduct activities for students, purchase some supplies and equipment not provided for through the district operating budget, meet operating expenses of parent groups and booster clubs and related purposes such as activities by students, staff and/or parent/community groups. For these reasons they are authorized. It is equally important that the district administer fund-raising activities in such a way as to maintain an equitable balance of resources so that all district students have comparable educational opportunities. In order to provide for equity among programs and for an equal opportunity for student and community groups to participate in fund-raising activities, the following guidelines are established to regulate who should fund-raise and for what purpose.

DISTRICT-LEVEL FUND-RAISING

This administrative regulation provides further direction to implement Board Policy IGDF - Student Fund Raising Activities, which regulates the procedures for conducting fund-raising activities to support instructional programs and activities which have been reduced or deleted from the district's general fund. District-level fund raising may be used to support salaries, related personnel costs, basic equipment and/or supplies.

Instructional Programs and Activities Supported through Fund-Raising - Procedures

1. District wide activities and/or instructional programs which may be supported by fund-raising activities must be authorized by the superintendent or designee. Activities and programs so authorized will be published annually.
2. The district will determine the conditions of comprehensiveness and equality under which the activities and programs will be conducted. Applicable state and federal laws such as the Americans with Disabilities Act and Title IX will be included as criteria for making this determination. Approval will be based minimally on the following conditions:
 - a. Programs/activities provide for equal access for all district students;
 - b. Proposed programs/activities recognize the demand placed on the community by increased fund-raising activities;
 - c. Proposed programs reflect the district's desire to maintain a comprehensive educational program by submitting plans that provide for equity among programs;
 - d. The scope of the proposed program is within the norm of similar programs/activities governed by the Oregon School Activities Association and/or other school districts.
3. Fund-raising activities must adhere to the following requirements:
 - a. Students must never solicit materials alone; they must always work in pairs or with a group.

Collections must occur only during daylight hours. A responsible adult must be present and supervise such activities. No door-to-door solicitation of residences or businesses for funds or items for any purpose by students alone;

- b. Students cannot be placed in dangerous or compromising situations;
 - c. Fund raising cannot unfavorably impact other district programs or schools;
 - d. Activities must be appropriate to the philosophy and goals of the district;
 - e. Groups must follow established procedures or district policies related to fund-raising.
4. Participation fees will be required of all students for selected activities that occur outside of the school day. In order for all students to participate, community groups and individual schools are encouraged to establish funds for scholarships.
 5. The district will conduct an annual review of the guidelines and procedures governing fund raising as described in this administrative regulation. This review will determine the degree the regulation facilitates the district's efforts to incorporate fund raising in support of approved programs and/or activities. The review will be done in accordance with the district's budget time line.

SCHOOL-BASED FUND-RAISING

The district recognizes that fund-raising activities are important to the operation of a school. They may provide resources to conduct activities for students, purchase some supplies and equipment not provided for through the district operating budget, meet operating expenses of parent groups and booster clubs and related purposes. They also provide opportunities for parents, staff and students to join together in activities which develop rapport and build unity and enhance teamwork and the school's identity. In order to assist principals in administering fund-raising activities sponsored by site groups, the following procedures will be utilized:

1. All school-sponsored groups (French Club, National Honor Society, Odyssey of the Mind, Chess Club, etc.) and school-related groups (PTC, Booster Club, band parents, etc.) will submit a proposal to fund-raise. Each proposal will be reviewed by the principal and/or designee and will include the following:
 - a. Description of activity;
 - b. Rationale for the fund-raising;
 - c. Date, time, location;
 - d. Person(s) collecting and receipting money;
 - e. How money will be used.
2. Each principal and/or designee will be responsible for the following:
 - a. Coordinating all fund-raising activities within the school;
 - b. Establishing appropriate accounting controls;
 - c. Ensuring a safe environment for students to conduct fund-raising activities.
3. All groups must have written permission from the principal before any product is ordered or selling begins;
4. Principals may develop and disseminate individual school guidelines for fund-raising as necessary beyond these regulations.

All fund-raising activities District level and school-based must:

- a) show a need to fund designated programs/activities that have been reduced or eliminated through budget reductions;
- b) support the approved program beyond the district budgeted funds
- c) indicate a timeline for raising funds
- d) develop a criteria for disbursement of funds which is in accordance with federal and state laws including the Internal Revenue Code and state tax laws and district collective bargaining agreements
- e) be appropriate to the philosophy and goals of the district
- f) not impact other fund-raising activities.