

Adopted:

Wheaton ISD #803 Policy 731

Revised:

731 STUDENT ACTIVITY FUNDRAISING

I. PURPOSE

The purpose of this policy is to identify and describe the processes and procedures to be followed by clubs or classes that engage in student fundraising activities.

II. GENERAL STATEMENT OF POLICY

Clubs and student organizations may be allowed to raise funds to accomplish their objectives. All fund raising projects must be approved by the building principal or his/her designee before the activity begins. Money may be raised for local and state sponsored activities. The proposed sources of funds and/or manner in which funds are to be raised must be approved by the respective elementary or secondary principals prior to initiating fundraising activities.

III. CRITERIA

1. A fund raising activity must comply with School Board Policy and Minnesota state laws.
2. There must be a clearly stated purpose as to why the organization wants to raise money.
3. The organization must determine the means by which it intends to raise money.
4. The organization must agree that no candy or bake sales be held in competition with the school lunch program.
5. The organization must follow correct purchasing and accounting procedures.

IV. STUDENT ACTIVITY PROJECTS

1. Written approval must be obtained from the principal for any school sponsored group participating in a student activity fund raising activity off the school premises. A copy of such approval should be retained in the files of the activity.
2. All contractual agreements with independent business organizations must be approved by the Board of Education.

3. A copy of each executed contract must be forwarded to the district business manager.
4. No schools shall be allowed to open a separate checking account to handle the transactions involved with student activity raffles. In addition:
 - a) The regulations, accounting, and reporting requirements outlined by the Department of Commerce must be followed.
 - b) The types of district-authorized games of chance shall be limited to raffles.
 - c) Raffles will not be permitted unless the school has a current valid permit from the Department of Revenue.

V. UTILIZATION OF FUNDS

1. All students, parents, and staff involved in fund raising activities shall agree that all funds raised by the participants shall revert to the club or activity account, should the specific purpose of the fund raising activity such as trips or a banquet fail to materialize for any reason.
2. Participants involved in fund raising activities shall have no claim on the funds raised. Should the intended purpose of the fund raising activity fail to materialize, the funds that have been accumulated may only be used for a different activity by a majority vote of the club or activity members.
3. If the participants of an activity agree to pay a portion of the cost of the activity with the balance to be funded through fund raising, the participant is eligible to withdraw his/her portion at any time, if and only if, unrefundable tickets or other obligations have not been purchased.
4. Individuals who contribute material items for resale by a fund raising activity shall give up all claims to the contributed materials and to any subsequent funds gained by the sale of the contributed materials.

INTERNAL CONTROLS FOR FUNDRAISING ACTIVITIES

1. Any money collected in the school must be deposited with the school treasurer, if it is the consequence of a contract.
2. Nothing is to be purchased from the collected money.
3. Solicitation of funds from the public requires written approval in advance by the athletic director or building principal, as appropriate.