Spearfish School District 40-2
3000 Business and Non-instructional Operations

Administrative Regulation Code: 3310AR

STUDENT FUNDRAISING

I. PURPOSE

The purpose of this administrative regulation is to provide a philosophical framework regarding student fundraising in the Spearfish Public Schools. In addition, the administrative regulation outlines protocol that must be followed in order to have fundraising initiatives approved prior to implementation. Finally, the administrative regulation enumerates procedures that must be followed regarding carrying out student fundraising events.

II. GENERAL STATEMENT OF POLICY

District administration recognizes a desire and a need for fundraising to support district programs or student activities beyond the funding provided by the school district. The district administration also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. School fundraisers are approved fundraisers conducted by students, staff, or parent groups. These fundraisers fall under the provisions of Section III.

III. STUDENT FUNDRAISING

A. All student fundraising must be approved in advance by the appropriate administrator and superintendent. The purpose of each fundraiser must be identified and approved in advance. A form shall be available in each district building for this approval.
B. Per the USDA Nutrition Guidelines, fundraisers that involve the sale of food items cannot be held in the food service area during the meal service.
C. The normal budget process will provide the primary funding needed by the district. However, fundraising can be used to cover short-term single cost items or activities. Funds shall be raised for a specific purpose and may only be expended for necessary student expenses associated with the specific purpose for which the money was raised.
D. Individual student participation is optional. Students shall not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff shall not use their positions of influence to pressure students to participate nor shall students who do not participate in any way be penalized.
E. Whenever possible, local businesses will be given opportunities to provide fundraising services or products.
F. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.
G. Door-to-door sales are discouraged, but if approved, students may be allowed to sell according to the following guidelines:
    1. K-8: Allowed only if parent or guardian is with student
    2. 9-12: Allowed only if two or more students work together
H. The school district will provide alternative ways for people to donate money to schools without purchasing fundraiser products (see #2 on fundraising approval form).

Spearfish School District
PROCEDURES FOR STUDENT FUNDRAISERS

This procedure involves all student fundraisers at any building, by any Parent-Teacher or Booster group, or any other group associated with the Spearfish School District.

- **If student fundraising is going to be conducted to sponsor a specific purpose, such as an out-of-state or overnight field trip or a facility improvement, approval must occur prior to the initiation of any fundraising.**

- Every attempt should be made to coordinate fundraising activities, to avoid financially overwhelming our school community.

- School-sponsored organizations may **not** have more than one money-raising event per year that involves going door-to-door in the community to raise funds.

To have a student fundraiser, two forms will be required. Both forms must be completed and signed **BEFORE** the fundraiser takes place.

1. **REQUEST FOR STUDENT FUNDRAISER ACTIVITY FORM**
   This form is to be signed by the Building Principal and sent to Central Office. Once approved by the Superintendent, a copy will be sent back to the building secretary or requestor.

2. **CASH HANDLING PROCEDURES AGREEMENT FORM**
   Any individual handling deposits must sign and return this form with the Fundraiser Activity Form.

STUDENT FUNDRAISER ACTIVITY FORM

Date(s) of fundraiser:_____

Group or organization proposing the fundraiser:_____

Number of students involved/impacted by fundraiser:_____

Current amount in school account:_____

Fundraising Activity: _____

The money raised will be used for:_____

Anticipated amount of funds to be raised:_____

What will be done with funds raised in excess of budget:_____

Students may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:

		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be require to meet a sales quota to participate in any activity or field trip.	◯	◯
2.	Contribution information and addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	◯	◯
3.	Information is going home with the students to the parents explaining the district's fundraising administrative regulation and procedures.	◯	◯
4.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	◯	◯
5.	The students participating in the fundraiser have been informed that they are representing the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	◯	◯
6.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • **K-8: Only allowed if a parent or guardian is with student.** • **9-12: Groups of two or more students working together.** • **Students shall identify who they represent and clearly state purpose of fundraiser.**	◯	◯

I have reviewed Administrative Regulation 3310 - Student Fundraising, and agree to its provisions.

Date: _____ Teacher/Sponsor Signature: _____

As administrator, I understand that approval of this fundraiser means that all provisions of the student fundraising administrative regulalation have been complied to my satisfaction.

_____◯ APPROVED _____◯ NOT APPROVED

Date: _____ Administrator Signature: _____

Date: _____ Superintendent Signature: _____

CASH HANDLING PROCEDURES AGREEMENT

If you have taken the responsibility of collecting and depositing monies from a fundraiser, proper procedures must be followed to protect the district as well as yourself. Cash handling is not to be taken lightly and the procedures noted below must be adhered to. The Business Office appreciates the help and support our school community receives from your efforts to collect funds responsibly. Your activities reflect upon the reputation of Spearfish School District.

- Deposits to the business office should be made weekly or at reasonable interval depending amount collected or fundraising timeline.
- Cash should be stored in a safe, secure place until is it deposited.
- Two adults should count cash from fundraisers immediately after the event ends. Don't put you or your members in a position where your integrity may be questioned.
- All checks should be made payable to: ***Spearfish School District***.
- Deposits should never be altered.
- Funds from different fundraisers should not be commingled on one deposit slip. Use a separate deposit slip for each fundraiser or source of revenue. This will assist in determining the profitability of a specific fundraiser.
- Cash collected may NEVER be used for: purchases, petty cash, reimbursements, payment to vendors, or to make change (unless for cash box purposes).
- Once deposits are received in their entirety, payments and purchases may be made via a check request form to the Business Office.
- No individuals should realize personal gain from funds raised to benefit our students.
- **Any individual who will be handling deposits must sign and return this form with the Fundraiser Activity Form.**

I have reviewed and understand the cash handling procedures.

PRINT NAME _____

SIGNATURE _____ **DATE** _____

ACCOUNT # _____