

Fundraising Activities

DEFINITION

Fund-raising is an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fund-raising activities shall be deposited in the school's activity fund bank account or the District bank account.⁴

APPROVAL REQUIRED

- All schoolwide fundraising activities, including the proposed use of the funds, must be approved by the Board.⁴ Requests must be channeled through the Principal and Superintendent for Board approval.
- School booster organizations and school-related parent groups, including PTO's, PTA's, PSTO's, etc., shall have Board approval to conduct fundraising activities for the school and school-related programs. All Booster/Parent groups must submit a monthly financial report to the building Principal.
- All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee.
- The Superintendent/designee shall request the Principals to submit, semi-annually (July and December), a list of fundraisers requiring Board approval. To the extent possible, the list submitted should include all fundraisers to be conducted each semester. This measure is intended to encourage planning at the school level to avoid an excessive number of fundraisers under way at any given point in time.

All funds raised for a specific purpose shall be used for that purpose.

COMMUNICATION OF FUNDRAISER PURPOSE

A statement of purpose concerning the use of funds must be communicated by the Principal/designee for all school fundraising activities. The function of this communication is to inform the general public of the purpose of the fundraiser. The communication may include but is not limited to: letters to students and/or parents; school parent e-mail/newsletter groups; flyers or fundraiser advertising material within the school.

FUNDRAISING CAMPAIGNS

The Board encourages schools and related organizations to choose fundraising events that are service oriented in nature, such as car washes, walk-a-thons, read-a-thons, etc.

For fundraisers/campaigns sponsored by outside fundraising companies (vendors), the following guidelines are applicable:

- It is recommended that schools/related organizations participate in a maximum of (2) fundraisers per year where outside fundraising vendors are involved. However, because of budgetary constraints, additional fundraisers are permissible based upon the financial needs of the school/related organizations.

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FUNDRAISING CAMPAIGNS (CONTINUED)

- It is recommended that a school/related organization maximize the amount of net profit earned on fundraisers. This ensures funds that are raised benefit the school to the largest extent possible. It is recommended that the net profit margin equal or exceed 30% for goods or items sold. A rationale must be provided for net profit percentages that are below this amount at the time a fundraiser request is submitted for Board approval.
- Careful consideration must be given in terms of quality and desirability of products being sold to the general public. Vendors are required to provide acceptable, actual samples of products offered to the Principal prior to requesting approval from the Board.
- Sales goals for students shall be realistic and attainable so that unreasonable pressure is not placed on students to sell products.

FUNDRAISERS NOT SUBJECT TO RESTRICTIONS

The following are considered school fundraisers and therefore require Board approval; however, they are not subject to the restrictions described in this policy: These exclusions are: School pictures and yearbooks; School events such as fall or spring festivals/carnivals; School book fairs; Merchant discount or rebate programs where the school is NOT required to sell discount cards (i.e. Target Stores School Rebate Program). Any additions or modifications to this list of exclusions must have prior approval of the Superintendent/designee.

CHARITABLE FUNDRAISERS

Due to the potential need for immediate response, donations and/or solicitation of funds for charitable causes may receive immediate approval by the Superintendent/designee, as requested. Charitable causes include, but are not limited to: Local, State, and/or National emergencies or disasters; Student(s) emergencies or disasters; or Staff emergencies or disasters. The Board shall approve such requests at its next regularly scheduled Board meeting.

Fundraisers for charitable purposes, including but not limited to, penny wars, donations, and service projects are not limited in number per year; however, consideration must be given to the total number of school fundraisers per year when considering charitable fundraisers.

ATHLETIC/SPECIAL SCHOOL EVENTS

Athletic tickets/concessions, band contests, and school event ticket/concession sales by nature are considered fundraising activities and require Board approval. However, only one blanket fundraiser approval is required per year, per school, for all athletic ticket/concession sales. School events such as band contests, dances, etc., where ticket/concession sales occur require approval. Preferably, these should be approved at the beginning of each school year.

All other fundraising performed by these groups, including PTO's, PTA's, PSTO's; Booster Clubs and other School Related Parent Organizations; School clubs/organizations; and School athletic teams are subject to the same guidelines as listed in this policy.

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TITLE IX COMPLIANCE

In order to maintain compliance with Title IX and corresponding state law, the Board, through the Superintendent/designee may:

1. Decline or impose conditions upon the receipt, use, and/or allocation of any support/booster group gift or contribution:
2. Require advance approval of support/booster fund raising activities; and
3. Condition any commitment to approve booster/support activities or to make purchases or expenditures for or on behalf of school activities with funds derived from booster/support groups on reasonable factors, including, but not limited to:
 - a. Availability of sufficient funds;
 - b. Receipt and processing of funds through designated school activity fund accounts, including compliance with applicable school purchasing procedures, laws, and regulations; and
 - c. Whether any such activity, purchase, or expenditure will compromise Title IX compliance.

STUDENT TRIP FUNDRAISERS

The school Principal/designee may request fundraiser approval for out-of-District special trips. Trips in this category include special school trips; school club/organization trips; and discretionary school athletic trips. To receive consideration, the trip request and related fundraisers must receive prior approval by the Board. The written request must contain both the rationale for the trip, as well as a detail of the fundraisers required to fund the trip. (As an example, a high school band may request out-of District trip approval and fundraising efforts to support an invitational trip to perform in the Macy's Thanksgiving Day Parade.)

SUBSCRIPTION SALE OF PRINTED MATERIAL

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.²

GAMING ACTIVITIES LICENSE

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.³

DOOR-TO-DOOR

Students shall be instructed not to participate in door-to-door fundraising sales campaigns, unless they are accompanied by a parent or legal guardian.

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INVOLVEMENT OF FOUNDATION FOR DCPS

The Daviess County Public Schools has a qualified, charitable foundation with its primary purpose to raise funds for the District and/or school needs. As such, individuals and business/industry may choose to donate funds to the Foundation in lieu of participation in school fundraising activities. The school should publicize and advertise this opportunity while conducting school fund-raisers to inform the general public of this option. Funds donated in the name of a particular school shall revert back to that school as designated by the donor.

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity.¹ Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.⁴

CONDUCT OF ACTIVITIES

- All school-sponsored groups shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.
- Any support/booster organization wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student. No dues, fees, or charges shall be assessed to students or parents.

REFERENCES:

¹[KRS 158.290](#)

²[KRS 367.515](#) (3)

³[KRS 238.505](#); [KRS 238.535](#); [KRS 238.540](#)

⁴[Accounting Procedures for Kentucky School Activity Funds](#)
[KRS 156.160](#); [KRS 158.854](#)
[OAG 78-508](#); [OAG 79-330](#); [OAG 79-556](#)

RELATED POLICIES:

03.1322; 03.2322; 04.312; 04.61

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