

SOLICITATION OF FUNDS FROM AND BY STUDENTS

The Superintendent or designee shall approve all fund-raising activities at least 15 days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract.

In order to minimize interruptions to the educational program, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students engaged in fund-raising activities on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses.

Door-to-Door Sales

Elementary and middle school students may engage in door-to-door sales of newspaper or magazine subscriptions, candy, cookies, flowers or other merchandise only under the following conditions:

1. The students shall work in pairs, as a team, on the same or opposite side of the street.
2. The students shall be supervised by an adult, with one adult for every crew of 10 or fewer students.
3. The students must be within the sight or sound of their adult supervisor at least once every 15 minutes.
4. The students shall be returned to their respective homes or meeting places after each day's work.

School Sponsored Fundraising Activities

1. Student and staff fundraising projects must be approved by the Chief Business Officer utilizing forms AR 1321-a and AR 1321-a(1). After approval and completion of the fundraiser, the school must complete AR 1321-a(2) and submit the form to the Business Office with the proceeds of the fundraiser.

2. PTA, Boosters and ASB fundraising activities must be approved by the Principal or designee after proper procedures have been established for the collection and disbursement of funds. Form AR 1321-b may be used for the approval process.

Non-School, Charitable Organization Fundraising Activities

1. Participation in non-school related fundraising activities must be approved by the Superintendent or designee utilizing form AR 1321-c.