

## **707 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board 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.

### **III. RESPONSIBILITY**

- A. The building administrators or activity advisors shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees or the school.
- B. All fundraising activities must be approved, in advance, by the administration and school board. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. 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 student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization and the community in a responsible manner.
- F. All groups and organizations must submit an annual fundraising proposal for administrative review and school board approval. The purpose and needs for the activity must be appropriate and consistent with the district's total education program. Fundraising by groups and organizations shall not negatively impact or jeopardize the school district's ability to financially support the identified service or program at the time of the request or in the future.

#### **IV. ANNUAL REPORT**

The superintendent shall report to the board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Policy Adopted: 7/16/01

Policy Revised: 12/17/01, 4/13, 12/20/21

Independent School District No. 206

Alexandria, Minnesota

**ALEXANDRIA PUBLIC SCHOOLS  
2021-22 FUNDRAISING REQUESTS  
July 1, 2021 – June 30, 2022**

In accordance with School District Policy 707, Alexandria Public Schools supports fundraising activities that are designed to raise funds, provide services for students or boost specific programs needing financial help.

**DIRECTIONS:** All staff, clubs or organizations are required to submit a Fundraising Purpose and Activity Proposal, and to:

- receive administrative review
- receive school board approval
- receive District Fundraiser Committee support for contribution requests on \$1,000 or greater

.....prior to conducting any fundraising events within the district

**FUNDRAISING GUIDELINES:**

- Complete Fundraising Proposal Request Packet (see enclosed)
- Insure fundraising will not negatively impact or jeopardize the school's ability to financially support the identified service or program in the future
- Identify a need for the event
- Limit events during the school day
- Meet necessary state and local food service and health regulations
- Limit community solicitation, door-to-door sales and students serving as work force
- Notify parents prior to conducting the activity
- Limit the number of elementary fundraising events
- Follow district accounting procedures for funds raised
- Receive necessary permits and other agency approval prior to funds being raised
- Consider private service versus private commercial gain in fundraising events
- Recognize the district retains the right to determine recognition given private company or business

2021-22  
FUNDRAISING ACTIVITY GUIDELINES  
July 1, 2021 – June 30, 2022

Each activity should meet the guidelines noted below before administrative support is given.

- Group/organization received District Fundraiser Committee support prior to soliciting contributions and/or donations of greater than \$1,000.
- Group/organization completing fundraising activity is sanctioned by School District.
- Parent/Guardian notification will be made when student solicitation is required and elementary student fundraisers will be limited in scope and number.
- Appropriate city/county/state permits will be received prior to event.
- If required, an appropriate review and selection of the fundraiser vendor was completed.
- The purpose and need of the fundraising activity is appropriate to the District's total educational program.
  - Group/organization equity
  - Gender equity
  - Socio-economic equity (i.e. scholarships available)
  - Fundraising dollars/student involvement equity
  - Appropriateness of the type of fundraising
  - Avoids starter fund support of a future ongoing expense
  - Consideration given for private service vs. private commercial gain on events that involve businesses or companies (i.e. advertising)
  - Appropriate profit margin – will vary depending on event

<p>SCHOOL DISTRICT ACTION  Admin Review: _____ Date: _____  Board Action: _____ Date: _____  A = Approved, D= Denied</p>
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**2021-22 ALEXANDRIA PUBLIC SCHOOLS  
FUND RAISING PURPOSE AND ACTIVITY PROPOSAL**

DATE: \_\_\_\_\_

1. GROUP/ORGANIZATION'S NAME \_\_\_\_\_

2. ALEXANDRIA PUBLIC SCHOOLS ADVISOR/CONTACT PERSON: \_\_\_\_\_  
\_\_\_\_\_

3. PURPOSE AND NEED FOR FUND RAISING ACTIVITY (Briefly Explain):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extent of Need Explanation (Estimated Budget)

Due or Fee Expenses . . . . .	\$ _____
Transportation Expenses . . . . .	\$ _____
Meals and Lodging Expenses. . . . .	\$ _____
Uniform/Costume Expenses . . . . .	\$ _____
Salary Expenses . . . . .	\$ _____
Insurance Expenses . . . . .	\$ _____
Materials & Misc Expenses . . . . .	\$ _____
TOTAL . . . \$	_____

4. FUND RAISING ACTIVITY'S IMPACT TO STUDENTS (Briefly Explain):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. FINANCIAL STATUS OF GROUP/ORGANIZATION:

\_\_\_ Fully subsidized by School

\_\_\_ Partially subsidized by School District

Total Budget	\$ _____
School District Subsidy	\$ _____

\_\_\_ Not subsidized by School District

Total Budget	\$ _____
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6. FUND RAISING ACTIVITY:  
\_\_\_\_\_  
Proposed Date(s) and Time(s): \_\_\_\_\_

Briefly Explain Activity (Process, Fees, Location, Vendor, Solicitation, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly explain how the vendor for fundraising activity was selected:

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- If an Alexandria Public Schools vendor was selected, is an explanation memo being sent to other Alexandria Public Schools vendors? \_\_\_ Not Appropriate \_\_\_ Yes \_\_\_ No
- Does activity involve community solicitation or door-to-door sales? \_\_\_ Yes \_\_\_ No
- Does activity involve student solicitation or sales (Parent notification required)? \_\_\_ Yes \_\_\_ No
- Does activity require special permits? \_\_\_ Yes \_\_\_ No
- Does activity require special food service monitoring? \_\_\_ Yes \_\_\_ No

Projected total group/organization profits from fund raising event: \$ \_\_\_\_\_

Estimated percent of profits to total sales: \_\_\_\_\_%

Briefly explain impact to group/organization if project fund raising profits not reached:

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### **ADMINISTRATIVE REVIEW**

1. Does activity involve student group/organization; or community group and is characterized by one of the following: takes place during school time, utilizes school facilities or equipment or involves school personnel? \_\_\_ Yes \_\_\_ No
2. Does the event require compulsory donations or participation by students? \_\_\_ Yes \_\_\_ No
3. Is the group/organization sanctioned by Alexandria Public Schools? \_\_\_ Yes \_\_\_ No
4. Did the request meet the two-week notification limit? \_\_\_ Yes \_\_\_ No
5. Is the purpose and need of the fundraising activity appropriate and considerate of District's total education program? \_\_\_ Yes \_\_\_ No
  - Group/organization equity
  - Gender equity
  - Fund raising dollars/student involve equity
  - Number of fundraising events
  - Appropriateness of the type of fundraising
6. If required, did Alexandria Public Schools complete the appropriate review and paperwork for the selection of a fundraiser vendor? \_\_\_ Yes \_\_\_ No
7. Does the request meet the organization/group's three-year plan: \_\_\_ Yes \_\_\_ No
8. Administrative Approval:  Yes  No By: \_\_\_\_\_  
Approved Group/Organization's Profits from Event: \$ \_\_\_\_\_  
Comment: \_\_\_\_\_

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