

## **Swartz Creek Community Schools**

Pursuant to Policy No. 5830, the following are procedures for Student Fund-Raising:

### **STUDENT FUND-RAISING**

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.

Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.

No Student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.

In accordance with Board policy, each fund-raising activity must be approved by the principal if occurring on District premises and by the Superintendent if occurring off District property (See Form 5830 F1.) In Order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.

Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.

The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for.

Upon completion of a fund-raiser, a final report is to be submitted to the Assistant Superintendent for Personnel and Business within 14 days. (See Form 5830 F3) The report should state:

amount of money projected and amount of money raised;

any differences between the actual activity and the planned activity;

any problems that occurred and how resolved;

when and where funds were deposited;

reconciled accounting of funds;

if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items.

No staff member is to accept any special gifts or bonuses of more than nominal value offered by an outside supplier or vendor for any reason or purpose.

Fund-raising activities will not be permitted if they interfere with the District's educational program on nutrition.

No house-to-house canvassing is allowed by any student for any school or school-related purpose.

If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.

Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for . . . .", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.

STUDENT FUND-RAISING ACTIVITY

This form is to be completed and submitted to the principal for approval prior to commencing any student fund-raising activity.

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Name of Group \_\_\_\_\_

Advisor (or Representative) \_\_\_\_\_

Name of the fund-raiser \_\_\_\_\_

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Amount of money to be raised \_\_\_\_\_

Per student quota \_\_\_\_\_

Means of fund-raising (e.g. cash contribution, pledge, sale of product or service, etc):

What students (and/or others) will be doing to raise the money:

Geographic area in which the fund-raising will take place:

Dates and time requirements:

Total Activity \_\_\_\_\_

Per Student \_\_\_\_\_

How will students be supervised: \_\_\_\_\_

Person managing the funds: \_\_\_\_\_

Time and place of deposit if funds: \_\_\_\_\_

***Describe on the reverse side the projects for which the money will be spent and the estimated cost of each project.***

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Approved: \_\_\_\_\_

Date: \_\_\_\_\_

REPORT OF FUND-RAISING ACTIVITY

Name of Group \_\_\_\_\_

Advisor \_\_\_\_\_

School \_\_\_\_\_

Description of the Fund Raiser \_\_\_\_\_

Date of the Fund Raiser \_\_\_\_\_

Location of the Fund Raiser \_\_\_\_\_

Cost of Merchandise \$ \_\_\_\_\_

Number of Items Acquired \_\_\_\_\_ Number of Items Sold \_\_\_\_\_

Estimated Revenues \$ \_\_\_\_\_ Actual Revenues \$ \_\_\_\_\_

Disposition of Unsold Items \_\_\_\_\_

Date of Deposit \_\_\_\_\_

Location of Deposit \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

