

5129-R Student Fundraising and Solicitation

DEFINITIONS

- Fundraising: The process of seeking and gathering voluntary financial contributions by engaging individuals, businesses, or charitable foundations; often involving the selling of a product or service.
- Solicitation: The process of requesting a gift or donation.
- Major Fundraiser: A collection of \$5,000 or more is expected and typically engages a large part of the community beyond the walls of a school.
- Minor Fundraiser: A collection of less than \$5,000 is expected and typically takes place within the confines of a school with only staff, students, and students' family participating.

FUNDRAISING EVENTS

- Persons, groups, and organizations who engage in fundraising events on behalf of Campbell County School District students or its schools are required to fill out and submit a School Fundraising Application prior to fundraising events.
- School Fundraising Applications requesting permission to conduct a major fundraiser on behalf of Campbell County School District shall be submitted to the superintendent at least thirty (30) days prior to scheduled fundraising events. Prior to submitting the application to the superintendent, applications must be reviewed and approved by the school principal.
- School Fundraising Applications requesting permission to conduct a minor fundraiser on behalf of Campbell County School District shall be submitted to the school principal or at least thirty (30) days prior to scheduled fundraising events.
- Extracurricular related fundraisers at the secondary level require both the activity director and school principal to review and sign the School Fundraising Application.
- Approval of School Fundraising Applications will be based on criteria including, but not limited to, quality of product being sold; consumer complaints; volume of fundraising events; and percentage of collected funds benefiting students.
- Fundraising projects and events by schools, or groups within the school, shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program.
- Capital improvements including equipment and materials considered essential to the instructional program are not recommended for funding by student fundraisers.
- Fundraising projects and events by schools, or groups within the school, shall be kept within a reasonable limit and should be continuously evaluated in terms of how they relate to the promotion of educational experiences, the time involved for students and staff, and the additional demands made on the school community.
- School principals have the right to prohibit any organization from directly soliciting from students in the school during instructional time. However, nothing in this administrative regulation prohibits students from fundraising as a part of

community groups provided such events are conducted outside school hours. Participation in such events shall be on a voluntary basis.

- Door-to-door solicitation is discouraged for all students, but shall be prohibited for K-8 students. Violating organizations may forfeit the ability to conduct any fundraising activity for the following year.

FUNDRAISING FOR EDUCATIONAL AND ACTIVITY TRIPS

- Fundraising in the community and schools to secure funds for students who will travel for an educational or activity purpose under school supervision and guidelines must be approved by the school principal.
- The School Fundraising Application form must be completed and approved prior to conducting the fundraiser. Prior to approval of the application, no planning or other preparation for the fundraising activity is to take place; except that which is necessary to prepare the request.
- In addition to the School Fundraising Application form, a detailed plan for the trip must be submitted to the school principal which includes a contingency plan in anticipation of a fund shortfall. All parents and students involved will receive a copy of the plan. Additional guidelines and requirements concerning state, nationals or international competition may apply.
- Upon approval of the School Fundraising Application form the school organization may enter into contract(s) with reputable fundraising organizations. The contract must be signed by the school principal or delegated representative. All contracts must be approved by the board.

FUNDRAISING REPORTING REQUIREMENTS

The Board requires persons, groups, and organizations who engage in fundraising events on behalf of students of Campbell County School District to fill out and submit the School Fundraising Final Report form on fundraising events.

The School Fundraising Final Report form shall be filled no later than 30 calendar days after a person, group, or organization has completed their fundraising events. The report shall be submitted to the school principal and District accounting department. A signed copy of the approved School Fundraising Application form is to be submitted with the School Fundraising Final Report form. The documents may be sent electronically.

ADOPTION DATE: JULY 19, 1989; Revised April 8, 2003; Revised February 23, 2021

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5129

ADMINISTRATIVE REGULATION: