

## **Procedure – District Fundraising Activities**

The district fundraising programs for students will: (1) promote K-12 education; (2) provide educational experiences; and/or (3) address local funding obligations that support the educational mission of the district; (4) and/or promote the effective, efficient, or safe management and operation of the district.

District fundraising activities may include: (1) soliciting gifts and donations that are reasonably related to the pursuit of the district's objectives; (2) entering into interlocal agreements with other governments which generate additional funds for school district activities; and/or (3) operating various revenue generating enterprises consisting of the sale of goods or services that are produced by, or that are linked to, the district's educational program. The purpose or use of such programs will be consistent with the policies and programs of the district.

Whenever an employee proposes to conduct a fundraiser, the following steps will be followed:

- 1) The person wishing to do the fundraiser will present to the ASB Secretary a written re-quest to raise money;
- 2) After the ASB Secretary has made appropriate changes, if any, the ASB secretary will approve the request and forward the written proposal to the Building Principal;
- 3) After the Building Principal has made appropriate changes, if any, the Building Principal will approve the request and forward the written proposal to the Superintendent; and
- 4) The superintendent will make the final decision as to whether or not the fundraiser should take place and under what conditions.

Only after the approval by the ASB Secretary and Building Principal can a person actually begin the process of conducting a fundraiser.

- A. Any fundraising program charging fees must satisfy the following criteria:
  1. Fees for persons attending or participating in such programs will only be charged when attendance or participation is optional, not mandatory;
  2. Students not be charged a fee to enroll in a curriculum-based activity that involves a district fundraising program; and
  3. A program will not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.
- B. Any fundraising program characterized as a "business enterprise" activity will satisfy the following criteria:
  1. For these purposes, "business enterprise" will be defined as any non-Associated Student Body activity that sells goods or services for district-related purposes on an ongoing basis;
  2. Such "business enterprises" will sell products or services that are appropriate for the program's education purposes and/or promote the effective, efficient, or safe management and operation of the district;
  3. Such enterprises will not be created solely for commercial purposes;
  4. Such enterprises will purchase inventory in accordance with applicable district policy and/or practices; and
  5. A business enterprise program will not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.

- C. Any fundraising program using donated personal items or services for an auction, sale, and/or raffle will satisfy the following criteria:
  - 1. Donated items or services must be free from health and/or safety hazards;
  - 2. Donated items or services must be given voluntarily by individuals or businesses; and
  - 3. Appropriate solicitation on the part of students, parents or appropriate district personnel is permissible, but actions of students and parents cannot bind the district to any contractual obligations.
- D. Any fundraising program that requires contracting with a third-party vendor or promoter will satisfy the following criteria:
  - 1. The contract will further K-12 education and/or promote the effective, efficient, or safe management and operation of the district; and
  - 2. The district will enter into contracts consistent with district policies and with appropriate authorization of the superintendent (or designee).
- E. Any fundraising program involving the production and/or sale of goods or services, such as a vocational education program, will satisfy the following criteria:
  - 1. The superintendent (or designee) must authorize the sales of any goods produced and/or any services provided by the education program;
  - 2. The proceeds from the sale will be used to enhance or to expand the education programs(s), as determined by the superintendent (or designee);
  - 3. To the extent required, all goods produced or services provided from an educational program will be assigned to or owned by the district; and
  - 4. Individual compensation for the sale of goods produced and/or for the services provided will not be permitted, except as authorized by the superintendent, in accordance with applicable laws, district procedures, and/or practice.
- F. Any fundraising program selling surplus school personal property will satisfy the following criteria:
  - 1. Such programs will not violate applicable state law or school policy governing the sale, lease, or rental of surplus and obsolete school personal property;
  - 2. Such programs are permitted only as provided in RCW 28A.335.180; and
  - 3. Such programs follow the district's policy for the disposal of surplus property, District Board Policy No 6881.

**Updated: 2.26.2020**  
**Classification: Discretionary**  
**Okanogan School District**