



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

**SECTION:** K – School / Community Relations  
**POLICY TITLE:** School Fundraising Activities  
**FILE No.:** KAC  
**DATED:** November 10, 2010

## TABLE OF CONTENTS

1. PURPOSE AND PHILOSOPHY
2. DEFINITIONS
3. GUIDELINES

**Note:** When reviewing this policy, the following interrelated policies may need to be referenced:

KA – School Facility Use  
KAA – Community Education  
KAB – Booster Clubs  
KAD -- Summer/Out-of-Season Activities

### 1. PURPOSE AND PHILOSOPHY

The Board of Education recognizes that fundraising at the school level has become an important source of providing for needs over and above those available through regular district sources. The Board also recognizes that issues such as excessive solicitation of businesses and patrons, student safety, and financial ethics can arise while fundraising efforts are undertaken. The Board strongly recommends that great care and restraint should be exercised by school level personnel in planning and implementing fundraising projects.

### 2. DEFINITIONS

“**Fundraising**” or “**Fundraising Activity(ies)**” means a school or district sponsored activity or event which may involve the sale of goods or services by school personnel and/or students, the solicitation of monetary contributions from individuals and/or businesses, or any other means or methods utilized to generate funds; the primary purpose of which is to raise monies to provide financial support to the school or any of its classes, groups, teams, or programs. As provided in this policy, certain fundraising activities may also be organized to benefit a particular charity or for other charitable purposes.

### 3. GUIDELINES

The Board authorizes the Superintendent's staff to develop Administrative Directives, practices, and procedures to clarify these guidelines as questions arise. The following specific rules will govern fundraising efforts:

- 3.1** The proceeds of fundraising activities may only be used to purchase the equipment, supplies, services, etc. that are directly related to the specific fundraising activity for which the funds were acquired.
- 3.2** The proceeds of fundraising activities may be used for purposes such as to purchase equipment and/or materials, purchase supplies, provide transportation and/or accommodations for student travel and activities, and pay student admission or participation fees to tournaments or other special events.

- 3.3** All fundraising efforts must have prior approval by the school principal or designated assistant principal. Before giving approval, the principal or designee will review the following with the fundraising group:
- 3.3.1** The purposes of the fundraising effort.
  - 3.3.2** How the money will be collected, accounted for, and spent, including finance and auditing procedures.
  - 3.3.3** Guidelines and directions that will be given to students regarding their participation.
  - 3.3.4** Identifying potential risk concerns and incorporating mitigating measures, including student safety, transportation issues, and appropriate supervision.
  - 3.3.5** Possible issues related to federal or state law, contracts, or district policies, which include, but are not limited to:
    - 3.3.5.1** Utah State Risk Management Insurance
    - 3.3.5.2** Title IX of the Education Amendments Act of 1972
    - 3.3.5.3** Policy #KA – School Facility Use
    - 3.3.5.4** Policy #KAB – Booster Clubs
    - 3.3.5.5** Policy #KAD – Summer / Out-of-Season Activity Participation
    - 3.3.5.6** Policy #KAA – Community Education
    - 3.3.5.7** Policy #IICA – Student Travel
    - 3.3.5.8** Policy #DJB – Purchasing Policy
    - 3.3.5.9** Policy #DLC – Personnel Travel
    - 3.3.5.10** Administrative Directive #5.1 – Private, but Public Education Related Activities
- 3.4** School-wide projects planned and carried out by non-student groups such as the PTA, Booster Clubs, etc. may be approved. Some examples include school carnivals, concessions stands, book fairs, etc.
- 3.5** Projects where school organizations buy or have donated raw materials, turn them into a finished product under the supervision of school personnel, and sell them to the public may be allowed. When food is prepared, a food handlers permit will be required. The selling of baked goods, or other food items intended for human consumption, which have been prepared at home by students or parents/guardians is not allowed.
- 3.6** Students may only solicit sales, pledges, or contributions from persons known to the student or known to their parents/guardians (i.e., friends, neighbors, relatives, co-workers, business associates, etc.). **Door-to-door sales are prohibited.**
- 3.7** Projects which involve a finished product or services provided by a vendor which require sale by students may be allowed, provided that the vendor has been approved by the Nebo School District Operations Department. The Operations Department will assure that the vendor will comply with the provisions of this policy and any other applicable district policies and procedures, and that the vendor has satisfied all licensing and registration requirements in accordance with Utah law.
- 3.8** One school-wide charitable fundraiser per school per year may be allowed (i.e., Walk-a-Thon, Quarters for Christmas, etc.). In addition to a charitable fundraiser, the Board recommends that each school seriously consider having only one major, general school-wide fundraiser per year.

- 3.9** The solicitation of money, goods, and/or services from local businesses may be allowed only with school administrative approval. School administrators are encouraged to be sensitive to the number of school fundraising activities which solicit directly from local businesses. Local businesses are subjected to many requests from schools, charitable organizations, and other individuals and entities soliciting the contribution of money, goods, and/or services. School administrators shall document and impose limits upon the number and type of school fundraising activities that are permitted to approach local businesses for contributions.
- 3.10** The solicitation of direct donations from patrons may be allowed when the need and use of the funds is identified and approved by the school principal.
- 3.11** “Adopt a School” or school business partnerships which result in the school receiving funds, services, or materials may be allowed and are encouraged.
- 3.12** No rewards or prizes may be offered to groups, classes, or students unless specifically approved by the school principal and by the applicable Elementary or Secondary Director.
- 3.13** Student grades or citizenship standing shall not be affected by a student’s ability or willingness to participate in fundraising efforts.
- 3.14** Sales quotas for students may not be a part of any fundraising effort, and students may not be required to pay for any unsold items which are returned to the school.
- 3.15** Secondary students who earn money through fundraising efforts will be credited an appropriate amount against any costs that are assessed individually to them by the organization sponsoring the fundraiser.
- 3.16** Students shall not be required to participate in fundraising efforts as a condition for belonging to a team or group; nor shall a student’s fundraising effort affect his/her play time or standing on said team or group. Students must be given the opportunity to directly pay the costs that are assessed to them. Students may not be assessed fees in excess of the Board approved fee schedule.
- 3.17** Students who qualify for fee waivers are encouraged to participate in fundraising efforts as part of the requirement to work in exchange for the fees waived. Sales quotas may not be established as a condition for fee waiver.
- 3.18** An individual student or group of students may not use the facilities or resources of the school to conduct a personal fundraising effort not sponsored by the school except on a rental basis as outlined in Nebo School District Policy #KA, School Facility Use.
- 3.19** The parents/guardians of elementary students must give permission for their students to participate in a fundraising effort before any products or materials are sent home with the student.
- 3.20** Raffles are illegal in Utah and are, therefore, prohibited as a fundraising effort. A raffle is defined as an activity in which people purchase an opportunity to win something which is ultimately determined by chance.
- 3.21** Certain fundraisers may be coordinated with the Nebo Education Foundation with authorization by both the school principal and the executive director of the Nebo Education Foundation. In such event, the donations by individuals, businesses, and entities may be characterized as a charitable donation and possibly be tax deductible. In order for donations to be characterized as a charitable donation for tax purposes, the donor must not receive any goods, services, or other consideration in return for the donation.

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**EXHIBITS**

None

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**REFERENCES**

None

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**FORMS**

None

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