

Section 3000: Fiscal Management

3800-R Fund Raising and Student Activity Fund

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Door-to-Door Sales

Students less than 12 years of age shall not sell school fund raising items or other school related materials door-to-door unless under the direct supervision and observation of a responsible adult (preferably parent(s)/guardian(s) or District staff member.) Written parent(s)/guardian(s) permission must be signed and returned to the school before elementary students can sell door-to-door.

Safety Training

Prior to any door-to-door sale or solicitation, the students involved, regardless of age, shall be given proper safety training and orientation by the staff member(s) responsible for the student group. Such training should include, by example, precautions against entering a home (even if invited), precautions against acceptance of food or drink from any homeowner or resident, instruction in evasive actions to take if a “customer” should attempt to grab or touch the student, cautions about aggressive animals that might be in or about the residence, precautions against accepting any offers of transportation, and the like.

Door-to-door solicitations or sales by students, regardless of age, shall be discontinued after nightfall or after 8:00 p.m. whichever comes sooner.

Student Groups

The Principal must approve all fund raising events in advance. Requests must be on an approved application form and submitted to the Principal at least one month prior to the proposed activity. Only school-sponsored groups may sell or solicit in a school building and then only within the school housing the group, and only during non-instructional time.

Specifics

- A. Fund raising projects for special trips or special projects should not be started until approval of the trip or project is granted. Trips covered by this policy shall include out-of-state and overnight trips, as well as trips to foreign countries. (Cf. 7490 – Field Trips)
- B. Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with businesses shall require approval of the

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- building Principal before any oral commitment, written agreement, or contract is made or any advance publicity or group promotional activity is undertaken. Once approved however, before sales begin or solicitations are made, contract agreements must be signed by the building Principal.
- C. Fund raising projects shall be compatible with the school's purpose, goals, and general community expectations, and shall not conflict with local business enterprises unduly.
- D. The District shall transfer funds remaining in accounts of student organizations that have been inactive for one year or in accounts of classes that have been graduated for one year to accounts of other co-curricular organizations or to the District's general fund upon recommendation of the Superintendent.

Adult Groups

School-related adult organizations raising funds that are to be used primarily for the improvement of the educational or athletic program must submit a written request through the Principal to the Superintendent. This request should be submitted one month in advance and identify the date(s) and nature of the activity (ies). No fund raising activity should commence until approval has been granted.

The purpose is not to limit the activities of these groups unduly, but rather to:

1. Be assured that students are not being "used" or their educational program interrupted.
2. To assist with coordination of activities so that similar activities are not in conflict with each other.
3. To be assured of the appropriateness of the activity and that all fund raising activities, and the use/expenditure of the funds raised there from, comply with local, state, and federal laws¹ and regulations.

¹ A school district that accepts outside financial assistance and allows vast gender differences to emerge at the hands of a third party (the private booster club) may face claims of federal Title IX violations. Title IX regulations caution that to "aid or perpetuate discrimination" by providing "significant assistance" to any organization that provides benefits or services to students is a violation of Title IX. (34 C.F.R. § 106.3 (6)). "Where [athletic] 'booster clubs' provide benefits and services that assist only teams of one sex, the institution shall ensure that teams of the other sex receive equivalent benefits and services." *Title IX Athletics Investigator's Manual*, Office of Civil Rights.

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Expenditures and Reports

Each student activity fund shall have a District employee, recommended by the building Principal in charge of said fund.

All payments from student activity funds shall be made from purchase orders signed by the custodian of the fund and the school principal.

The District shall assume control of all inactive activity organization funds and disburse those funds to the activity account selected or expend the funds as directed by the Board in the best interests of students.