

BIXBY PUBLIC SCHOOLS

POLICY 6109

FUNDRAISING ACTIVITIES

It is the policy of the Bixby Board of Education that fund raising activities will be permitted on or off school premises only when connected with specific school activities approved by the board of education. The purpose of this policy is to establish guidelines regarding raising funds and selling products, using school supported organization names, the school's name, or involving students, faculty, and outside groups whose main purpose in fundraising is to promote a school organization.

All fundraising activities for the above-stated purposes must receive prior approval from the Board of Education.

Procedures to be followed prior to board approval are:

1. The faculty sponsor or outside organization must select the desired fundraising activity best suited to the students, organization, or school.
2. A fundraising activity request form must be submitted to the principal for review.
3. In conference with the organization sponsor, the building principal will determine the appropriate limitation and number of fundraising activities sponsored by the organization.
4. The fundraising activity request forms will designate the sponsor, class, organization or team who is to benefit from the funds, the kind of fundraiser, the beginning and ending dates, and how the funds are to be used.
5. After the fundraiser is approved by the building principal and activity director, the fundraising request form will be forwarded to the superintendent's office for placement as an agenda item at the July regularly scheduled Board meeting.
6. No fundraising activities, including the purchase of items to be sold, may occur before the board has approved the requested activity.
7. No fundraising activity shall be approved that will interrupt or take away from class time either in the conduct of the activity or in training students for their participation in the activity.
8. No company or outside organization representatives shall be permitted to visit the schools during school hours for the purpose of training students in the fundraising activity, selling to students or faculty, or in assisting in the fundraising activity.
9. No fundraising activity shall be approved which requires an elementary or middle school student to sell products door-to-door.
10. A faculty or staff member must assist with any fundraisers requested or authorized by the Board.
11. Outside organizations that sponsor fundraising activities for school-related purposes, such as the parent-teacher organizations, athletic booster clubs, or academically talented organizations, must coordinate all fundraising activities through a faculty advisor or school administrator. Proceeds

from all fundraising activities shall be deposited in the Student Activity Fund, except parent-teacher organizations funds which shall remain the property of the parent-teacher organizations.

RAFFLES

Student groups or organizations and parent-teacher associations affiliated with the school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within the district. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization.

CROWDFUNDING-Crowdfunding donations (collaborative funding via the Internet) by any employee outside of any sanctioned organization must follow Board of Education guidelines. Crowdfunding must be represented on fundraising requests. In particular, specific crowdfunding applications must be completed, submitted and approved by the appropriate administrator(s) prior to the project being posted on the crowdfunding website and the subsequent crowdfunding donations must be approved by the BOE. Crowdfunding shall be used for solicitation of tangible property or field trips. All items purchased or donated with a district approved entity become the property of the district and must be submitted to the Board of Education for approval and acceptance.

Approval process- A written application should be submitted to the superintendent or his designee through the building principal or director of various departments. The superintendent or his designee may approve or deny the application, or place it on the agenda for board consideration. After written approval, the solicitation process may continue in accordance with financial procedures established by board policy and regulations.

Factors to be considered for approval will include, but not limited to:

- a. Appropriateness of request
- b. Donor expectations
- c. Additional cost to district
- d. Installation or maintenance cost
- e. Consistency with goals and philosophy of the district
- f. Sustainability
- g. Methods of solicitation and collection

Any goods, materials or property acquired by employees of Bixby Public Schools that are obtained using district resources or time, obtained for a stated use within the context of their employment with the district, or obtained on behalf of the district shall become and remain the property of Bixby Public Schools. Employees are prohibited from soliciting or accepting items for their personal benefit. Proceeds from fundraisers that do not meet the established goal may be used at the school's discretion.

Any gifts, donations, contributions, or grants awarded shall be deposited or placed directly with the district and not into any personal account. Awarded funds cannot be expended until received and a budget has been established. Recipients shall adhere to all fiscal policies and procedures as well as any requirements imposed by the funding source.

FUNDRAISING BY PARENT OR BOOSTER ORGANIZATIONS

The Bixby Board of Education recognizes the importance of parent-teacher organizations {P.T.A. or P.T.O.} and an extra-curricular parent booster club {Spartan Club, Football Booster Club, Baseball Booster Club, etc.} in fostering the community-school relationship.

The district also recognizes that from time to time these organizations hold fundraising events.

Before the parent organization conducts a fundraising event on school premises or on behalf of a student organization, an approved 'Application to Conduct a FundRaising Event' must be on file in the administration office. This application will be forwarded through appropriate channels and approved by the Bixby Board of Education.

All funds raised during these events shall remain the property of the support organization. No funds may be expended for the school district's benefit without approval of the Board of Education. If the PTA/PTO/Booster Club donates funds or property to the district, such funds or property will lose the organization's identity. The funds or property become district-owned.

REFERENCE: 70 O.S. §5-122, §5-129, §5-135

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