CODE: D35

PROCEDURES
FUNDRAISING:

Communication of Fundraising Purpose:
A statement of purpose concerning the use of funds must be communicated by the principal/designee for all school fundraising activities. The function of this communication is to inform the general public of the purpose of the fundraiser. The communication may include, but is not limited to: letters to students and/or parents; school parent email/newsletter groups; flyers or fundraiser advertising materials within the school.

Fundraising Campaigns:
The administration encourages schools and related organizations to choose fundraising events that are service oriented in nature, such as car washes, walk-a-thons, read-a-thons, etc. For fundraisers/campaigns sponsored by outside fundraising companies (vendors), the following guidelines are applicable:

- It is recommended that schools/related organizations participate in a maximum of (1) fundraiser per year where outside fundraising vendors are involved. However, because of budgetary constraints, additional fundraisers are permissible based upon the financial needs of the school/related organizations.
- It is recommended that a school/related organization maximize the amount of net profit earned on fundraisers. This ensures funds that are raised benefit the school to the largest extent possible. It is recommended that the net profit margin equal or exceed 30% for goods or items sold. A rationale must be provided for net profit percentages that are below this amount at the time a fundraiser request is submitted for administrative approval.
- Careful consideration must be given in terms of quality and desirability of products being sold to the general public. Vendors are required to provide acceptable, actual samples of products offered to the Principal prior to requesting approval.
- Sales goals for students shall be realistic and attainable so that unreasonable pressure is not placed on students to sell products.

FUNDRAISERS NOT SUBJECT TO RESTRICTIONS
The following are considered school fundraisers and therefore require Administrative approval; however, they are not subject to the restrictions described in this policy: These exclusions are: school pictures and yearbooks; school events such as fall or spring festivals/carnivals; school book fairs; merchant discount or rebate programs where the school is NOT required to sell discount cards (i.e. Target Stores School Rebate Program). Any additions or modifications to this list of exclusions must have prior approval of the Superintendent/designee.

CHARITABLE FUNDRAISERS
Due to the potential need for immediate response, donations and/or solicitation of funds for charitable causes may receive immediate approval by the Principal/designee, as requested. Charitable causes include, but are not limited to: local, state, and/or national emergencies or disasters; student(s) emergencies or disasters; or staff emergencies or disasters. The board shall approve such requests at its next regularly scheduled board meeting.

Fundraisers for charitable purposes, including but not limited to, penny wars, donations, and service projects are not limited in number per year; however consideration must be given to the total number of school fundraisers per year when considering charitable fundraisers.

ATHLETIC/SPECIAL SCHOOL EVENTS
Athletic tickets/concessions, band contests, and school event ticket/concession sales by nature are considered fundraising activities and require Administrative approval. However, only one blanket fundraiser approval is required per year, per school, for all athletic ticket/concession sales. School events such as band contests, dances, etc., where ticket/concession sales occur require approval. Preferably, these should be approved at the beginning of each school year.

STUDENT TRIP FUNDRAISERS
School organizations may request fundraiser approval for out-of-district special trips. Trips in this category include special school trips; school club/organization trips; and discretionary school athletic trips. To receive consideration, the trip request and related fundraisers must receive prior approval by the board. The written request must contain both the rationale for the trip, as well as a detail of the fundraisers required to fund the trip. (As an example, a high school band may request out of district trip approval and fundraising efforts to support an invitational trip to perform in the Macy's Thanksgiving Parade.)

DOOR-TO-DOOR
Students shall be instructed not to participate in door-to-door fundraising sales campaigns, unless they are accompanied by a parent or legal guardian.

PUPIL NOT COMPELLED
No student shall be compelled to participate in or meet any kind of quota in a fundraising activity. Students choosing not to participate in a fund-raiser shall not be excluded from the related activity.

CONDUCT OF ACTIVITIES
All school-sponsored groups and any booster group wishing to be recognized by and/or affiliated with the district shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

Slate Valley Unified Union School District

SLATE VALLEY
FUNDRAISER REQUEST FORM

School/Organization:_____

Contact:_____ Phone:_____

Email:_____ Fundraiser (items sold/activity etc.)_____

_____

Please explain the use of funds raised:_____

*Fundraiser Dates: from_____ to_____ Fundraiser Financial Goal:_____

***Principal's signature required before starting a fundraiser.**

If food and/or beverage items are being **sold to students during the school day,** they **must** meet the Wellness Policy Guidelines.

No homemade food items may be distributed or sold to students at a school sponsored event during the school day.

If the fundraiser involves selling food and/or beverage items, please supply the following information:

Type of food or beverages:_____
(Examples: candy, cookie dough, cakes, pies, soda)

Manufacturer:_____

Explain the sale process, collection process, and pick-up procedures (if applicable):_____
_____

Soliciting sponsorship/advertising for any type of fundraiser should not include adult oriented businesses (i.e. liquor stores, weapons, etc.)

The fundraiser will be conducted: (check all that apply) within the school for students
After the school day_____ at the location of the event_____ off school premises_____

If off school premises, please provide location:_____

Principal's Signature:_____ Date:_____

Fundraisers are encouraged to be filed with the building principal before September 1st of the school year for which it is requested. With a minimum of at least 14 days prior to begin date of fundraiser.