

POLICY 511
STUDENT FUNDRAISING AND BOOSTER CLUBS POLICY

Adopted: March 9, 2004 (District)
Reviewed by Policy Committee: February 8, 2022

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes a desire and a need by some student organizations and booster clubs for fundraising. The School Board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

This policy covers the following:

- 1) Fundraisers that are done in school buildings or on school district grounds;
- 2) Fundraisers that run through the school district accounting department;
- 3) Fundraisers for which proceeds are directed to the school district, a student activity, or booster clubs which support student activities;
- 4) Fundraisers involving sales being made by students or to students or to people attending school events.

All fundraising activities should contribute to the educational experience of the students enrolled in Fairmont Area Schools and should not be in conflict with district goals and objectives.

III. RESPONSIBILITIES

- A. It shall be the responsibility of the Activities Director or designee to develop a process whereby all fundraisers receive prior approval.
- B. Fundraisers must be documented with the following information:
 - Name of school and activity
 - Description of fundraising activity
 - Explanation of why funds are needed, and amount needed
 - Approximate dates of fundraiser
 - Whether or not the fundraiser involves sales tax
 - Whether or not the fundraiser involves a contract requiring a signature of the Superintendent or Business Manager or School Board approval
- C. Fundraising activities on Fairmont Area Schools premises involving sales to students are limited to those sponsored by the school, booster clubs, athletic, music, or other organizations whose sole purpose is to raise funds to support school sponsored

activities. (This restriction would not be interpreted to include selling of tickets between staff members for outside events or community activities.)

- D. Approval for fundraisers must be obtained from the Activities Director or an appointed designee for each fundraising event prior to the time the fundraising begins. The fundraising should be publicized in advance, with purpose and intended use of profits indicated.
- E. The Activities Director, Principal, Superintendent, or School Board maintains the right to withhold approval for sales or fundraising.
- F. If a fundraiser involves a contract, a signature must be obtained from the District's Business Manager or Superintendent or be approved by the School Board.
- G. All groups and organizations that wish to conduct food concessions or food fundraisers* are required to follow current Minnesota Department of Health regulations regarding School Concession Stands Licensing. Licensure will be handled by the Public Health Sanitarian of Marin County. Proof of licensure must be presented ISD 2752 Community Education and Recreation to confirm facility usage.

*Organizations selling commercially pre-packaged food items intended for preparation and consumption off of school property are exempt from this policy.

IV. **ANNUAL REPORT**

The Operations Committee of the School Board shall receive an annual report each school year on the nature and scope of student fundraising activities pursuant to this policy.