



SISD Fundraising, Sponsorship, and Solicitation Guidelines

Each principal is requested to use the utmost discretion in approving fundraising activities conducted by classes, organizations, athletics and affiliated parent groups. The principal need not authorize any money raising activities unless it is to benefit the students of SISD. The annual school budget provides sufficient funds to offer an enriched educational program.

Each school principal is directly responsible for all types of pay entertainment or money raising activities in his or her school or sponsored in any manner by his or her school. Parent-teacher committees or faculty-student committees should work in full cooperation with the principal and under his or her supervision in planning special programs and activities or in conducting any activity that involves the raising of money.

Long-range planning in scheduling the sale of any items, conducting parent organization fundraisers, booster club projects, etc., is necessary so they are spread as evenly as possible throughout the school year and therefore will be required to be on a district fundraiser calendar once approved.

All groups and organizations will follow the following guidelines:

1. All requests must be submitted to the principal for his or her approval in advance through fundraising request form in Eduphoria forms. Requests from band, athletic, agriculture, cheer, and other similar groups must be presented to the principal by the head coach or sponsor.
2. There is a limit of two fundraisers, one in the fall and one in the spring, to be endorsed by the principal per school year for each official club, organization, or affiliated parent group.
3. All projects that are routinely spread throughout the school year count as one activity, e.g., the sale of advertisements of either football programs, or the yearbook, the sale of either wearing apparel, or school supplies.
4. All student groups must deposit their proceeds in the school's activity account.
5. All parent groups shall establish their own activity accounts. It is not accepted business practice to co-mingle parent group funds with school activity accounts, use school tax exempt numbers or school bulk mailing service.
6. Students in grades K-7th should not participate in any door-to-door sales projects.

7. Programs of educational value must be given preference by the principal over activities primarily for the raising of funds.
8. Pay entertainment programs cannot be held during school hours. This is a program where students pay for a ticket and get out of class to see a presentation.
9. No coercion should be exercised in fundraising activities, and no individual student or teacher is required to raise any particular minimum amount of money or to sell any minimum number of tickets, etc.
10. Fundraising activities may result in sales, which are subject to Texas Sales Tax. It is the responsibility of each campus, student and parent/booster organization to comply with the Sales Tax law as it applies to his or her fundraising activities.

Sponsorship Recognition Guidelines:

To provide consistent guidelines for sponsorship recognition that acknowledge the generosity of sponsors appropriately while protecting district interests and maintaining the district logo and district guidelines.

1. Agreements are not made for sponsorship recognition that obligates future members and officers of the supporting organization.
2. The size and type of recognition will be appropriate for the gift provided.
3. The district reserves the right to decline sponsorship and/or logos from any corporation not deemed appropriate.
4. The Somerville logo must be prominently displayed on all signage. It can either be the chief or the "S" for the logo.
5. Cash (payment) for the capital items purchased for school use will be given directly to the school as designated funds so that items may be directly purchased by the district. By giving funds to the district, the organization is released from liability for the product. The items become the property of the district.
6. The costs of sponsorship recognition should be built into the price of the item to be purchased through sponsorships. Sponsor shall provide appropriate art work and design at their own cost. Sponsor will be responsible for any logo changes requested during the term, including labor costs associated with change.
7. All signage is not subject to stay prominently displayed on school property past the year it was sponsored.

Classroom Projects Solicitation Guidelines:

Staff members often creatively seek classroom materials through alternative sources when the budget can't support a worthy request. While such desire represents positive individual initiative, it also raises a few concerns which the following guidelines address. Please abide by these procedures when considering the solicitation of parents and community members to help purchase classroom items.

1. Staff should never request cash donations for items typically covered by the campus budget such as computers, software, or standard classroom supplies.
2. Every effort should be made to secure campus, PTO, or SSPTO funding prior to considering other funding initiatives.
3. Notify your Principal about your desire to raise funds. Secure permission of your campus principal in order to confirm that your request fits in with the campus improvement plan and is a priority for the campus and district.
4. Following principal approval, staff member should contact the district administrative office to see if corporate support is available.
5. The district does not allow solicitation notes/emails to parents or requests through online support programs such as Donors Choose, Kickstarter, GoFundMe, etc.
6. District and campus-wide funding opportunities such as PTO programs offer a more equitable support option for our staff members and are highly preferred over classroom parent solicitation. The financial makeup of the classroom parents can vary widely from one classroom to another and from one campus to another, giving one staff member an unfair funding advantage over another. By utilizing district and campus-wide options, a more equitable donation distribution is possible.

Please note that this policy does not apply to the solicitation of small household items such as cotton balls, art supplies, wrapping paper, etc. or to volunteer opportunities such as speakers, mock interviewers or classroom volunteer hours.

Board Approved: May 8, 2019