

**Student and Other Fund Raising**

At times, it is desirable to have students and/or parent groups involved in fund raising to enhance the educational opportunities of the students. It is also believed that students who participate in fund raising for their organization may increase their connection to the organization and may develop skills and experiences that will benefit them in their adult lives. Fund raising should only occur when budgeted funds are not available, and should be conducted in a manner that does not put undue pressure on citizens and business people to support the School District of Cambridge with additional funds. All funds originating from a school affiliated fund raising project or activity shall become the property of the school district and are subject to control and discretion of the board of education (through administrative staff) as to their use and distribution.

For the purpose of this policy, the following definitions shall apply:

School affiliated organization: any school based unit such as grade, class, school sponsored club or organization, school sponsored team, etc. Funds related to these groups are accounted for in the districts activity funds.

- All fundraisers during school hours must abide by the USDA Guidelines related to nutrition and frequency- schools may allow up to two fundraiser that are exempt from nutrition standards per student organization per school year

School related organization: any non-school based, but school associated unit such as a parent group, booster club, alumni organization, school/community recreation program, etc. Funds related to these groups are generally not accounted for in the district's activity funds.

- Community-wide sales campaigns should be studied carefully to insure that projects sponsored are of good aesthetic taste and provide dollar value for the items sold. Efforts should be made to insure that most of the money raised stays in the school district.
- School related organizations are strongly encouraged to abide by this policy and are requested to submit an end of fundraiser report to the district that describes what the fundraising activity was and a financial summary of the activity.

Fund Raising Criteria

- Student participation in fund raising events will be strictly voluntary and quotas will not be assigned.
- Student academic grades or playing time shall not be dependent on participation in fund raising
- Door to door sales are prohibited for students in grades K-8. For safety reasons, door to door sales will be limited to acquaintances of the students in grades 9-12. In addition, students should never go door-to-door by themselves. Instead, a buddy system or parent accompanying the student is recommended. Whenever possible, school identifying clothing, name tag ID, or uniforms should be worn.
- Staff may not fundraise for outside groups or individuals during the school day or use school email, or other school property for this effort. Staff may post, or leave, fundraising brochures in the teacher's lounge.
- Collaboration with local businesses in fund raising activities is encouraged.

- Fund raising activities that incorporate educational features such as business plans, use of student talents, etc. are encouraged.
- No individual and/or group may solicit funds or participate in fund raising activities for solely personal gain on school premises, nor use the name of the school or any school club, organization, or class for this purpose.
- When involved in fundraising, students may not solicit staff during the school day.
- All receipts and disbursements derived from fund raising must be processed through the appropriate audited activity account

Fund Raising Approval

All groups seeking to raise funds for “needed” equipment items should first check with the building administrator, business manager or district administrator to see if the item(s) could be funded within the current or subsequent budgets.

All school affiliated groups wishing to raise funds will submit a completed “request for fund raiser” form to the building principal for approval. Administration should deny all requests that do not comply with this policy. Organizations may appeal the decision of school administration to the school board.

- A. Fund raisers involving sales of items to students only will be approved by the building principal.
- B. “Traditional” annual fund raisers such as the FFA pancake breakfast and citrus sale, CA-HI magazine sale, class pizza sale, etc. will not need to submit a request. The building principal will determine whether the fund raiser is “traditional” in nature.
- C. Activities that involve services to the community (i.e. car washes, yard clean-up activities, food stands or concession stands) may be approved by the building principal. Prior to approval, the principal should take into consideration the service/product, appropriateness of the activity, supervision needs, safety concerns, produce/service pricing and age appropriateness of the activity.

**LEGAL REFERENCE: Sections 103.23 Wisconsin Statutes  
103.64  
118.12**

**CROSS REFERENCE: 662.1, Student Activity Funds Management  
853, Charitable Attractions and Raffles**

**APPROVED IN PART: 3/25/85  
APPROVED: 3/22/10**

**REVISED: 2/23/87  
5/26/92  
1/29/96  
3/22/10  
6/15/15**

**POLICY #374**