

POLICY 6740  
STUDENT FUND RAISING ACTIVITIES

When authorized by the Superintendent/designee, students may, under adult supervision, raise funds for school-related purposes. Such fund raising shall be conducted as specified under the regulations of the District and shall not be conducted in any manner that would violate state or local ordinances.

Funds raised for the benefit of school groups or organizations, or for school activities, where such groups, organizations or activities are subsidized by District funds, shall be maintained by the District Business Office and shall be disbursed in accordance with established procedures.

Funds raised for the benefit of school groups or organizations, or for school activities, where such groups, organizations or activities are not subsidized by District funds, shall be maintained in separate accounts at the individual school and administered by the principal of each school, who shall make complete and accurate accounting for such funds.

LEGAL REF.: Wisconsin Statutes

Section 103.23 [Participation in fundraising activities by children under 12]  
118.12 [Sale of goods or services at schools]

CROSS REF.: 1314, Soliciting Funds From School Personnel  
1324, Soliciting Funds From Students  
1325.2, Fund Raising by Members of the Public  
3280, Gifts, Grants and Bequests  
3450, Monies in School Buildings  
5126.3, Management of Funds  
6700, Extracurricular Activities and Programs  
6710, School Organizations  
6741, Raffles  
WESSAS Accounting Handbook

ADMINISTRATIVE REGULATIONS: 6740, Fund Raising Permission Form

AFFIRMED: December 28, 1990

REVISED: January 29, 2002

RULE 6740  
STUDENT FUND RAISING ACTIVITY GUIDELINES

Student fund raising activities shall be classified under two headings:

1. Requests for fund raising within the school by students for the benefit of school groups shall be regulated by the principal as well as the District department administrator, where applicable.
2. Requests for fund raising solicitation from the public shall be analyzed and rejected or approved by the principal as well as the District department administrator, where applicable, and then forwarded to the Assistant Superintendent of Business Services for final approval. Requests of this nature will specify the purpose, type, and duration of the activity involved and shall require the approval of the principal or District department administrator before submission to the Assistant Superintendent of Business Services. The principal or District department administrator shall carefully evaluate the request and shall judge its validity on the basis of the use to be made by the funds acquired, the frequency of requests and shall avoid conflicts with projects of other groups.

A student under the age of 12 will be permitted to participate in a school fund raising activity only with the written approval of his/her parent(s)/guardian. Students under nine years of age must be physically accompanied by an adult or a person who is 16 years of age or older when working in a school fund raising activity.

Accounting for all funds raised shall be maintained in the principal's or District department administrator's office and all funds shall be disbursed in accordance with established operating procedures.

Records of all such activities shall be maintained administratively each year for summation as required. Any fund raising activity within an individual building shall have the specific approval of the principal.