

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 15, 1980 FILE SECTOR: INSTRUCTION
DATE REVISED: November 17, 1994 POLICY TITLE: FUND RAISING ACTIVITIES
DATE REVISED: December 21, 1995
DATE REVISED: November 18, 1999
DATE REVISED: December 21, 2006
DATE REVISED: October 17, 2013
DATE REVISED: March 16, 2017

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

School affiliated organization: any school based unit such as grade, class, student club, advisor, coach, etc. Funds related to these groups are accounted for in the district's agency funds.

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

Crowdfunding any requests for a donation to fund a specific purchase or project, through websites or social media designated for online fund raising (i.e. GoFundMe, Donorschoose.org, AdoptAClassroom.org, etc.) Crowdfunding does not include requests for donations the district makes using the district's own website or social media

All district fund raising activities shall be subject to the following:

- Student participation in fund raising activities shall be voluntary.
- Student academic grades shall not depend on participation in the fund raising activity.
- All fund raising projects and activities shall have prior permission from the building principal and will have been submitted to the district administrator or his/her designee.
- All funds originating from a school sponsored fund raising project or activity under the direct supervision of a school district agent shall become the property of the school district and are subject to the control and discretion of the board of education (through the administrative staff) as to their use and distribution.
- All funds raised by any school affiliated student group shall be processed through the district's financial accounting system.
- Students in grades K-6 shall be prohibited from conducting door-to-door solicitations in the community for funds, material goods or pledges
- Any staff member conducting fund raising activities may not receive for his/her personal benefit anything of value from any person other than his/her employing school district as a result of his/her involvement in the fund raising.
- Any gifts, prizes or awards that are not given directly to the student involved in the fund raising or any refunds, rebates or discounts that may result from the fund raising shall be the property of the Medford Area Public School District to be disposed of as provided in school policy and/or administrative procedures.

Community-wide sales campaigns should be studied carefully to insure that projects sponsored are of good aesthetic taste and provide dollar-value for items sold. Efforts should be made to insure that most of the money raised stays in the school district. Outright donations may be more beneficial in the long-run than allowing the major part of the money raised to go to outside promoters in fund raising schemes.

Adult school related groups or school support groups are encouraged to abide by this policy if the fund raiser is school initiated and/or the majority of the fund raising activity is conducted by students.

Any fund raising activities for charitable organizations which are promoted by school personnel or groups organized for the purpose of supporting the schools and are conducted within the school or involve students, are also subject to this policy.

Fund raising shall be in accordance with board of education procedures (IGDF-R) associated with this policy and rules established by the administration. Fund raising shall not be conducted in a manner that would violate any federal, state or local laws.

CROSS REFERENCE: IGDF-R, IGDF-E, KH & KM

LEGAL REFERENCE: §103.23, §103.64 and §118.12, Wis. Stats.

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Requests for school fund raising shall be made to the building principal by October 1. Any school fund raising activity which involves the community must be approved by the building principal and submitted to the district administrator or his/her designee.

In-school fund raising activities (those which do not involve the community) must be approved by the building principal and submitted to the district administrator or his/her designee 30 days prior to the fund-raiser. A listing of each in-school fund raising activity approved must be submitted to the district administrator or his/her designee. Such fund raising shall not conflict with school lunch regulations or classroom instruction. Student participation in fund raising activities shall be voluntary. Student academic grades shall not depend on participation in the fund raising activity.

Sales Guidelines

- Ticket sales for regular school events, such as athletic contests, musicals, school pictures or similar regular building functions are not affected by the fund raising policy.
- All fund raising activities shall be conducted in accordance with board of education policies, city ordinances and state and federal laws.
- School personnel and student organizations will be limited to two (2) school initiated fund raisers per year of which no more than one involves the community. Each fund raiser approved may not last more than three (3) weeks. School affiliated organizations approved for door-to-door solicitation shall complete said solicitation in a two (2) week period.

Exceptions to the limit of two (2) fund raisers per year and the duration of three (3) weeks may be considered on a case by case basis and approved by the principal and submitted to the district administrator. Exceptions may be withdrawn when in the judgment of the district administrator the nature of the activity changes, safety issues arise or conditions change.

Crowd funding is not subject to these limitations.

- A fund raising calendar will be established annually by the district administrator for fund raising activities outside of the school. All requests for placement on the calendar must be submitted to the district administrator or his/her designee by October 15.

- In general, approval will not be given for school affiliated organizations to conduct district-wide community solicitation of similar products within 2 consecutive quarters.
- Students in grades K-6 shall be prohibited from participating in door-to-door fund raisers.
- Permission to conduct community sales may be approved, revoked or denied by the district administrator or his/her designee depending on the quality of the product and/or consumer complaints regarding the product.
- Fund raising activities involving students shall exclude the promotion, consumption, or availability of alcoholic beverages or other controlled substances.
- The use of the name of the Medford Area Public School District, names of any of its schools, or any school department shall not be used in connection with any fund raising unless specifically approved in accordance with these procedures and board of education policy by the district administrator and or the building principal.

Funding Procedures

- Funding under these regulations should be limited to finance projects which enhance or enrich the school experiences for students. Capital improvements including equipment and materials considered essential to the instructional program are not recommended for funding by parents' organizations or other support groups unless approved in advance by the principal and district administrator. Booster clubs may be granted permission to fund the purchase of capital outlay equipment if approved by the principal and district administrator in advance of planned fund raising.
- Equipment and materials purchased through fund raising becomes the property of the Medford Area Public School District and will appear on the district inventory.

