

Stanley-Boyd Area Schools

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Administrative Rule: Fund Raising

Written By: Jim Jones, District Administrator

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The purpose of fund raising is to compliment the mission and belief of the Board of Education and Administration as they apply to the existence and maintenance of student groups, clubs and activities [heretofore known as "student groups"]. The Board of Education supports any opportunity for student involvement and participation in school-sponsored student groups activities and seeks to provide the means that will enable students to participate in clubs and activities that they have an interest in. It is the Board of Education's belief that the purpose of fund raising on behalf of student groups is to provide students with the opportunities for experiences that go above and beyond that that is considered as normal and necessary. The following guidelines are established to not only insure that an equal opportunity exists for all groups to raise funds for those things deemed as beneficial but exist beyond what is considered as normal and necessary, but also to insure that the good will of the community is not infringed upon by repetitive and competitive fund raising activities.

I. Definitions:

A. Groups

1. **Funded Groups**: Any group, club or activity for which funds have been budgeted through the district general fund and whose membership is comprised of students actively enrolled as students of the district. Examples are athletic teams, forensics, National Honor Society, etc.
2. **Activities**: Any group, club or activity for which a district activity account has been established and whose membership is comprised of students actively enrolled as students of the district. Such accounts will contain funds that have been raised as the result of fund raising activities and/or donations. Examples are FFA, FBLA, student council, etc.
3. **Community-Based Groups**: Any group that exists to support any student group, club or activity and whose membership is comprised of individuals who are not actively enrolled as students of the district. Examples are Athletic Boosters, Music Boosters, FFA Alumni, etc.

B. Types of Fund Raising Activities Permitted:

1. **General Sales**: The sale of any food, clothing, jewelry, manufactured goods, etc. to students or the general public by individual students; both within the school and throughout the community whereby the individuals involved solicit other individuals to purchase a product.

2. Concession Stands: The sale of any food, clothing, jewelry, manufactured goods, etc. during school or community events and/or activities from a booth or similar type structure. Sales of these types are generally characterized by non-solicitation.
3. Participatory: The sale of tickets that enables the purchaser to participate in or observe an activity or event. Typical events of this type are dances or special-type events; such as concerts, speakers or contracted entertainment.

C. Allowable Purposes for Fund Raising Activities:

1. To assist in the funding of such extra-curricular or co-curricular activities as trips or events not budgeted through the district general fund.
2. To assist individuals in time of need, or who have an inability to pay admission or costs associated with a school-sponsored event or activity.
3. Equipment and supplies not budgeted for through the district general fund.

***Note:** “Funded” groups are not allowed to do fund-raising activities. In lieu of fund-raising, “funded” groups may present proposals to booster clubs or other “community-based” groups that exist to support their program in order purchase items or to fund activities not funded through the district budget.

II. Policy

- A. The following must be in place in order for a student group to achieve designation as either a “funded” group or “activity” group:
 1. Have an adult coach or advisor.
 2. Have signed approval from the building principal.
 3. Submit a proposal to the Board of Education and present the rationale and purpose of the group. Groups that will be provided with an “activity account” must also identify a process for nominating and electing officers who will oversee the operation of the group under the direction of the advisor.
 4. Gain approval from the Board of Education and be granted an activity account or general fund monies.
- B. Fund raising activities conducted by “community-based” groups shall be performed by individuals who are not actively enrolled as students of the district. While students may volunteer to assist in selling items or working on a particular project, they are not to be obligated to participate.
- C. \$100.00 per year shall be placed in a special fund to replace class dues for grades 9, 10, 11 and 12. The fund will be used for such things as homecoming supplies or kept in reserve for future events or for student aid. No dues will be collected from class members. Unused funds will be carried over to the following year to be used for other school-related activities. Any money left in the class fund by the end of the senior year will either be used to purchase an item for the school in the name of the class or be returned to the Board of Education. Any decision to purchase an item for the school, in the name of the class, must be done by a vote of the class and be approved by the building principal.
- D. The Junior Class will be the only class permitted to conduct a “general sales” fund raiser. This will be conducted during the 1st semester and all proceeds will be devoted to prom expenses. The junior class will have the first choice of dates and types of fundraiser. No other classes will be allowed to do a “general sales” type fundraiser unless it is requested for the purpose of assisting a person in need of aid.

- E. Each “activity” group will have the opportunity to perform one “general sales” type fundraiser per year.
- F. There is no limit on the number of “concessions” or “participatory” fund raisers a particular “funded” group or “activity” group can perform.
- G. Food items are not to be sold on school grounds during the school day [8:12 am-3:14 pm].
- H. “Community-based” groups or any individual who belong to non-school groups may not sell products or services on school grounds without special permission from the Board of Education or its designee. Individuals found to be selling products or services in violation of this policy will be asked to leave school property and may be referred to local law enforcement for solicitation without a permit.
- I. The sale of alcohol, tobacco or any type of illicit or over-the-counter drug or substance is not permitted on school property, or by any group in the name of the school district.
- J. A master calendar for all fund raising activities shall be maintained in the district office. NO MORE THAN ONE “GENERAL SALES” FUND RAISER CAN TAKE PLACE AT THE SAME TIME. Persons/groups wishing to sponsor a fund raising activity must sign up on this calendar and attain a “Fund Raising Approval Form” from the district office. The date of the proposed fundraiser must be placed on the form and signed by the district office to verify no other fundraisers are assigned to those dates. The form must then be turned into the building principal for approval. If approval is denied by the building principal, it is the responsibility of the person requesting the fundraiser to go to the district office to remove the proposed fundraiser from the master calendar.
- K. Official approval to conduct a fundraiser must be attained [per the process outlined in letter “J”] before any arrangements are made with students and/or suppliers.
- L. Any student who volunteers to participate in any type of fund raising activity will be required to sign a form which will include a statement of the seller’s responsibility for the money received, a description of the items received for future sale, the condition of the item to be sold, and the number of items received for the sale. Students who fail to return either the money from the sales or unsold items by the time specified by the officers or adviser will:
 - 1. Not be allowed to participate in any future sales by that group or any other group.
 - 2. Need to meet with the principal and the advisor to develop an installment plan for the return of money owed.If resolution is not found within a reasonable amount of time, any money and/or items owed will be considered stolen and the matter will be referred to local law enforcement as theft.
- M. Any funds, equipment or supplies given to a “funded” group shall become district property, according to Board Policy “*Public Gifts to Schools*” [series 800]. Any funds, equipment or supplies retained by an “activity” or “community-based” group shall be the responsibility of that group for insurance, maintenance and replacement.