

Greater Albany SD 8J
Board Policy

Code: **DEDA**
Adopted: 3/11/08

Volunteer Fund-Raising

The Board recognizes and appreciates the willingness of community or school-related support groups to enhance school programs, activities and facilities by making financial and in-kind contributions. School-related groups are defined as volunteer groups recognized by the district to support the mission of the district but are not directly governed by the school district Board of directors and do not have a separate legal identify (501[c][3], for example). Such groups can include, but are not limited to, parent-teacher associations, parent-teacher clubs, booster clubs, community associations and support groups for a particular sport or activity. The Board recognizes that it is in the best interest of the district to ensure that fund-raising efforts are of a quality and nature that maintains or enhances the district's reputation, not create undue liability for the district and are safe and respectful.

All fund-raising conducted on behalf of the district must be approved through the school principal (or superintendent, if fund-raising is district-wide). Fund-raising efforts by school-related groups where the goal is to raise no more than \$10,000 (gross amount raised), or a plan to purchase goods or services less than \$10,000, need only approval from the school principal in a manner deemed sufficient by the principal. All other fund-raising efforts (i.e., major fund-raising efforts) by school-related groups require completion of the fund-raising application. Fund-raising can not proceed until proper approval has been obtained.

Fund-raising efforts by nonschool-related groups need approval from the school principal in a manner deemed sufficient by the principal. The principal shall notify the superintendent if s/he believes the intent is to raise more than \$10,000. If approval has not been obtained then all information regarding the effort must not state or infer that there is school or district support of, or affiliation with, the fund-raising endeavor.

In all cases, volunteer construction projects must follow the guidelines in administrative regulation KH-AR *Volunteer Construction Projects*.

Under no circumstances will students or staff be coerced or compelled to participate in fund-raising activities. Students may not be barred or otherwise penalized because of a refusal to participate in fund-raising activities conducted on behalf of a school or the district.

Fund-raising activities may include entertainment, sale of goods, items or services provding that the following criteria are met:

1. Age appropriate;
2. Safe;
3. Observe health and sanitation regulations;
4. Respectful of the donor, recipient and participants;
5. Maintain or enhance the reputation and public image of the school and district.

Fund-raising Application

The fund-raising application shall contain the following essential information:

1. Purpose of fund-raising;
2. Number of student involved (if any);
3. Anticipated funds to be raised;
4. Other anticipated school-related groups involved;
5. Sources of revenue including the kinds of fund-raising activities planned;
6. Educational or co-curricular objectives to be realized;
7. Supervision of the activity;
8. Amount of release time from school (if any).

Major Fund-raising Efforts: NonConstruction (Capital Improvement) Related

Major fund-raising efforts are activities where the goal is to raise funds in excess of \$10,000 (gross amount raised) or a plan to purchase goods or services in excess of \$10,000. Major efforts, under recommendation of the building principal, shall be submitted to the superintendent for approval. Major efforts in excess of \$75,000, under the recommendation of the superintendent, shall be submitted to the school Board for approval.

Volunteer construction projects must follow the guidelines in administrative regulation KH-AR, *Volunteer Construction Projects*.

Cancellation of Projects

Provision must be made in all project proposals for disposition of funds collected in case the fund-raising goal/project is canceled or substantially modified. With the approval of the principal, donations and/or funds may be either returned to the donor or reallocated to an acceptable alternative project.

Accountability of Funds

Provision must be made in all fund-raising proposals for the accountability of all funds received and expended.

The building principal or designee shall use an accounting system that is consistent with district guidelines.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)