



Code: **DED**
Adopted: 12/13/06
Revised/Readopted: 10/23/13
Orig. Code(s): DED

Fund-Raising by School-Related Groups

The Board recognizes and appreciates the willingness of school-related support groups to enhance school programs, activities and facilities by making financial and in-kind contributions. School-related groups are defined as groups that are not governed by the district Board. Such groups 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 also recognizes that it is in the best interest of the district to ensure that fund-raising efforts by school-related groups is of a quality and nature that maintains or enhances the district's reputation, does not create undue liability for the district and is safe and respectful.

All school-related fund-raising efforts on behalf of the district must be approved by the principal in advance. The purposes for such fundraising efforts shall be identified by the officers of the group raising the funds in consultation with the principal and/or sport or faculty advisor prior to commencing with fund-raising.

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

1. Be age appropriate;
2. Be safe;
3. Observe health and sanitation regulations;
4. Be respectful of the donor, recipient and participants;
5. Maintain or enhance the reputation and public image of the district.

A fund raising application shall be completed for all fund raising activities and contain the following essential information:

1. Purpose of fund raising;
2. Number of students 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).

Fund Raising for Major Projects

Major projects are projects for specific expenditures for goods, services, or capital improvement in excess of \$10,000. Major projects, under recommendation of the principal, shall be submitted to the superintendent for approval. Major projects in excess of \$75,000, under the recommendation of the superintendent, shall be submitted to the Board for approval.

Fund Raising for Minor Projects

Minor projects shall be projects that are for specific expenditures that are less than \$10,000.

Each principal shall establish an internal procedure to determine approval and scheduling of projects to minimize conflict with other fund raising projects.

Cancellation of Projects

Provision must be made in all project proposals for disposition of funds collected in case the project is canceled or substantially modified.

1. Return donations to donor; or
2. Acceptable alternate project.

Accountability of Funds

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

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

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 332.107](#)

[ORS 332.155](#)