



Code: **IGDF**  
Adopted: 12/07/77  
Revised/Readopted: 12/12/90; 11/08/06; 5/28/14;  
8/17/16  
Orig. Code(s): 5530

## **Student Fund-Raising Activities**

### **Raising Funds**

Organized student bodies, organized classes and recognized student service organizations and interest clubs may raise funds for planned activities that are educational, co-curricular or charitable in nature. The principal must authorize all student fund-raising activities. The principal may give verbal authorization to raise small amounts of money (\$500 or less) for specific purposes such as field trips and classroom activities. Fund-raising activities in the elementary schools will be limited and will be voluntary. Only the Board may accept gifts in excess of \$10,000.

Fund-raising activities may include entertainment, sale of useful items, contributions 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; and
5. In compliance with Board policy EFA - Local Wellness.

If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws. This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience.

Fund-Raising Application – shall be completed for all fund raising in excess of \$500 and contain the following essential information.

1. Purpose of fund-raising;
2. Number of students involved;
3. Anticipated funds to be raised;
4. Sources of revenue including the kinds of fund-raising activities planned;
5. Educational or co-curricular objectives to be realized;

6. Supervision of the activity;
7. Amount of release time from school (if any).

### **Fund-Raising for Major Projects**

Major projects are projects for specific expenditures for services, materials, supplies, equipment or capital improvement in excess of \$10,000.

Major projects, under recommendation of the principal, shall be submitted to the superintendent for approval.

### **Fund-Raising for Minor Projects**

Minor projects 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 336.423](#)

[ORS 339.880](#)

[OAR 137-025-0020](#) to -0530

[OAR 581-022-1660\(2\)](#)

Federal Smart Snacks in School Rules, 7 C.F.R. Part 210.11.