

Lake Oswego School District 7J

Code: **IGDG**
Adopted: 5/20/85
Readopted: 6/08/09; 6/01/15; 1/12/16;
3/07/16; 2/26/18

Student Activity Funds and School Fundraising

The solicitation of funds or collection of fees must follow sound business practices and be for authorized purposes. As funds or fees are collected to support programs or activities that are intended to benefit the district or authorized programs, no staff member, patron or other person is authorized to solicit funds or collect fees within the schools of Lake Oswego School District, or on the district's behalf, or to solicit funds in any other manner, without complying with this policy and related IGDG-AR.

Short duration, targeted fund-raising for humanitarian or charitable purposes is allowed without additional School Board approval, subject to approval by the building principal.

All funds of all school and school-related student groups shall be received, deposited, expended, and accounted for under the direction of the principal and in accordance with procedures and practices determined by the superintendent or designee. Such funds shall be used to support student activities, but may support, with approvals as necessary, capital expenditures or instructional expenses.

1. In addition to collection of district fees and district fundraising activities, either through regular district programs, district Community School programs, or duly authorized clubs of each school's Associated Student Body, the following entities are allowed to solicit funds or collect fees in the district without additional School Board approval. All monies shall be held in district bank accounts or the bank accounts of the authorized entities listed below for any funds raised through school or school-related fees or fundraising activities. Only specifically listed entities are granted permission to solicit funds or collect fees, and site-based activities for these listed entities must be coordinated with the building principal and not interfere with regular district operations or programs.
 - a. Lake Oswego School District Foundation
 - b. Each School's Parent Teacher Association or Organization (PTA/PTO)

Each PTA/PTO will submit a copy of its annual IRS informational return(s) to the district's Business Services department at the same time it submits said return(s) to the IRS.

- (1) Lake Oswego High School - LOHS Laker Club
 - (2) Lakeridge High School - LHS Pacer Parent Club
 - (3) Lake Oswego Jr. High School - LOJHS Parent Club
 - (4) Lakeridge Jr. High School - LJHS Parent Club
 - (5) Forest Hills Elementary School - Forest Hills PTO
 - (6) Hallinan Elementary School - Hallinan PTO
 - (7) Lake Grove Elementary School - Lake Grove PTA
 - (8) Oak Creek Elementary School - Oak Creek PTA
 - (9) River Grove Elementary School - River Grove PTO
 - (10) Westridge Elementary School - Westridge PTSO
- c. Special Services Parent Advisory Committee

2. The following independent non-profit entities are authorized to solicit or raise funds within the district on behalf of their school's program, subject to the conditions of this policy and approval of an annual application evidencing adequate stewardship. Each entity will submit a copy of its annual IRS informational return(s) to the district's Business Services department at the same time it submits said return(s) to the IRS.
 - a. Lake Oswego High School
 - (1) Friends of Laker Baseball
 - (2) Quarterback Club
 - (3) Lake Oswego Basketball Club
 - (4) Friends of LOHS Girls Basketball Corp
 - (5) LOHS Performing Arts Boosters
 - b. Lakeridge High School
 - (1) Pacer Athletic Club
 - (2) Pacer Baseball
 - (3) Pacer Pride
 - (4) Pacer Golf Association
3. The following governmental or independent non-profit entities are authorized to advertise registration and targeted fundraising for their programs within the district's schools subject to the conditions of this policy:
 - a. City of Lake Oswego Parks and Recreation and similar city programs
 - b. Formal Youth Sports Programs Operated by an Independent Non-Profit Entity
 - (1) Lake Oswego Youth Lacrosse
 - (2) Lake Oswego Youth Soccer
 - (3) Lake Oswego Youth Traveling Basketball Association
 - (4) Lake Oswego Jr. Baseball
 - (5) Laker Youth Football
 - (6) Lakeridge Youth Football
 - (7) Pacer Youth Baseball
4. Collection or raising of funds or regular program advertising beyond the specifically listed entities or activities, as well as the addition of new nonprofit entities, would require either School Board approval or a modification of this policy.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)
[ORS 328.441 to -328.470](#)

[OAR 581-022-2260\(2\)](#)