

# North Santiam School District

Code: **JL/KI**  
Adopted: 11/15/01  
Readopted: 2/02/90, 8/20/09

## Fundraising

Student groups or clubs in public schools within the North Santiam School District are permitted, subject to the terms of this policy, to raise funds for their respective group/club activities.

**Fund raising is valuable experience for students and plays a part in teaching students self-discipline.**

Ultimate responsibility for the expenditure of any “public funds” either in the district general fund or in the ASB fund for any public school within the North Santiam School District lies with the Board.

District general and ASB fundraisers must be held separately and cannot be combined. Fundraisers for educational activities must:

1. Be promptly deposited
2. Clearly identify exactly what the funds are being raised for.
3. Must be held in trust for intended purpose to ensure appropriate accountability

District general fund fundraising includes curriculum based activities that cannot be funded through the ASB. This includes the following types of fundraisers:

1. Outdoor School
2. Book Sales to Support School Libraries
3. Curriculum Based Field Trips
4. Activities Where Credit is Given
5. Salaries for Coaches
6. Support for Additional Sport or Team
7. Curriculum Based Classroom Supplies
8. Textbooks
9. Team Uniforms

All groups or clubs planning any event requiring fundraising for all or partial support for the district general fund or for the ASB fund shall submit to the activities director an Event and Fundraising Plan. The plan shall include:

1. The event or events scheduled for the upcoming year, giving a detailed agenda and calendar;
2. What event or events were sponsored or taken by the same group in the prior school year;
3. The amount of money raised in the prior school year, broken down by products or services sold;
4. Proposed fundraising event description(s) shall include:
  - a. The products/services/drawing-raffle tickets to be sold;
  - b. When the fundraising is scheduled;

- c. The time frame for sale of each item (or delivery of service);
- d. Whether a student is required or strongly encouraged to sell products or service in order to participate in an activity;
- e. How much of each product or service each student is expected to sell (the per capita per student participating in the particular activity); and
- f. An explanation of any student incentives with an explanation of the requirements to receive the incentive (selling a specific amount of product for a specific incentive).

Pre-approval from the superintendent is required if the fundraiser is a “contracted” service between a “for profit” company and any public school within the North Santiam School District. The superintendent may, upon notice to the affected group, change, amend, modify or delete any part of the plan. The written plan and contract shall then be submitted to the superintendent for approval. For all other non-contracted fundraisers, the pre-approval shall be done by the principal or designee.

The group or club advisor will fill out the bottom portion of the Event and Fundraising Plan and submit it to the building principal at the end of the fundraiser. The principal is then required to submit the form to the Board through the board secretary as an agenda item.

All disbursements from any ASB account set up by a student group or club shall be by a purchase order, previously signed by the advisor or teacher in charge of the group/club and the principal or designee. The purchase order shall be on a pre-numbered form supplied by the District. No disbursement from any ASB fund shall be allowed without a validly executed purchase order as described in this policy and in the North Santiam School District ASB Manual.

Student incentives paid for with fundraising money either for the district general fund or the ASB fund should be of an intrinsic value and should not exceed \$25 per student per year (i.e. 30 students in the group multiplied by \$25 each equals a limit of \$750 per year allowed for the payment of incentives).

Charitable fundraisers can be held if the charity is registered with the State. Prior notice must be communicated that the money raised will go to the charity and not to the ASB or district general fund. The money raised cannot be deposited into the ASB fund, but can be deposited into the district general fund or through a foundation and disbursed to the charity. All direct services provided by the District for the fundraiser must be paid for (facilities rental, custodial fees, administrative disbursement fees, etc.).

Any student involved in a fundraising activity where a product is sold and the student would be held responsible for the return of either products or funds from the sale of products must have parental permission before taking part.

Any student group or club failing to comply with this policy may be subject to the following sanctions:

1. Denial of the right to participate in any fundraising events for the year;
2. Revocation of the group’s status to conduct any activity on behalf of the school.

END OF POLICY

**Legal Reference(s):**

[ORS 332.107](#)

[ORS 336.62](#)

Protection of Pupil Rights, 20 U.S.C. Section 1232h; 34 CFR Part 98 (2000)