

**Saint Helens  
School District 502**

Code: **IGDF**  
Adopted: 8/23/99  
Readopted: 5/29/07  
Orig. Code(s): IGDF

**Student Fund-Raising Activities**

Student fund raising activities shall be limited to established and recognized school organizations which can validate a requirement for funds beyond those provided by the organizations's normal funding sources.

Funds raised by any school group, activity advisor or athletic coach **MUST** be processed through the school's financial accounting system. Under no circumstances should monies be deposited in a personal account.

To undertake a fund-raising activity, the student organization, or activity advisor, or athletic coach must present a proposal to the school principal that includes the following:

1. A description of the objectives of the fund-raising event;
2. A budget which identifies expected revenue and expenses;
3. The goods or services to be offered;
4. The method of solicitation;
5. An estimate of the amount of student time and staff time required.

The school principal will evaluate the proposal and approve or disapprove the request.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.880](#)

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

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