

RSU 13 POLICY JJE FUNDRAISING ACTIVITIES

This policy established guidelines for fundraising activities conducted by or for student organizations or events. The RSU 13 School Board has the responsibility to monitor, supervise, and control all fundraising activities when such activities are promoted in the name of a school program and involve students of RSU 13. RSU 13 employees who act as advisors for school-sponsored activities are directed to not organize, conduct, or involve students in fundraising activities on behalf of the programs they sponsor unless the fundraising activity has been approved in accordance with this policy.

In general, fundraising is the responsibility of the building principal. The Superintendent may coordinate activities across schools to ease the impact on the community. The Facilities & Transportation Committee will be involved if changes are proposed to facilities for fundraising activities. The School Board approves trips as specified in Policy 5.20. Principals will report to the Board annually through the Superintendent on all fundraising activities approved during the previous school year.

Gate receipts, concession sales, and ticket sales for admissions to regularly scheduled athletic or extracurricular events are exempted from this policy. These activities operate under administrative guidelines. Organizations that are not school-based that use RSU 13 facilities to conduct fundraising activities on behalf of students shall do so in accordance with Policy 5.40 Community Use of School Facilities. All other activities that raise funds to benefit students enrolled in RSU 13 schools are grouped in the following categories:

1. Student Organizations: Fundraising is being conducted by and for a student organization that has been approved by the School Board, with an advisor who is under contract with RSU 13.
2. Support Organizations: Fundraising is being conducted by an external group of adults such as a parents' organization or booster club for the purpose of providing supplementary funding for existing school-based student organizations.

Guidelines that are specific to these categories of organizations are as follows:

1. Guidelines for Student Organizations
 - a. Purchase orders to a company or vendor must be signed by the Principal. The employee responsible for the activity must sign the packing slip and submit it to the Principal for payment.
 - b. The advisor will maintain a record including student name, quantity of items distributed by date, monies collected by date, and items returned by date. Names of students withholding sale items or money must be reported to the principal.
 - c. Monies received from students must be turned in to the school office as they are collected for deposit into the account of the activity. Receipts are provided to students for monies raised by the individual managing the school's checking account.
 - d. The advisor will provide the Principal with a summary report for each activity listing cost of items, total monies received, net profit, and intended use of monies raised.
 - e. Fundraising by student organizations will be subject to RSU 13 audit.
2. Support Organizations

- a. Monies raised must enhance a school program or offer an educational advantage for students.
- b. Fundraising must not interfere with RSU 13 governance of the team, activity or program.
- c. The organization must provide the Principal with proof of insurance.
- d. If a support organization wishes to use the RSU 13 tax exempt number, the Superintendent and Business Manager must have signing authority on the account where monies are deposited, and the organization will be subject to RSU 13 audit./
- e. If an RSU 13 employee is involved in the collection of funds, all monies must be turned over to a Support Organization member by the end of each day.

General Guidelines for all activities and organizations are as follows:

- 1. All fundraising campaigns must adhere to RSU 13 Fiscal Procedures, this policy and all other board policies.
- 2. Prior approval by the Principal is required for all fundraising activities.
- 3. Fundraising activities must be designed to allow fair access to the trip or event for students who cannot afford to contribute personal funds.
- 4. All fundraising activities must be voluntary for students in the organization that benefits from the funds. However, the cost of the activity for a student may be increased based on non-participation in a fundraising activity.
- 5. Fundraising activities must be appropriate and serve the goals and objectives of the organization.
- 6. Fundraising activities must be undertaken for a specific purpose, within a specific timeframe.
- 7. All fundraising activities must benefit all members of the organization, with the exception that a smaller group may benefit if selected for championship participation.
- 8. All fundraising activities must be conducted in a manner that does not disrupt the educational environment.
- 9. RSU 13 will not advance funds or make loans to any organization for any project, event, activity, or purchase of equipment.
- 10. In no instance should RSU 13 employees deposit fundraising monies in personal bank accounts.
- 11. Fundraising for a trip with an overnight stay must receive prior approval for the trip from the School Board in accordance with EEA.

Adopted: 6/2/11