

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-3530

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FUND RAISING INVOLVING STUDENTS

Guidelines for student fund raising activities are as follows:

- A. Student participation must be voluntary. "Door to door" sales/solicitation by students is not permissible.
- B. The fund raising activity must be such that it is not likely to create a poor public relations image.
- C. Fund raising activity efforts must not interfere with the educational program.
- D. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
- E. Fund raising activities conducted by outside groups for legitimate school related activities (including parent/guardian groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities, or staff unless reimbursement is made.
- F. Sponsorship of fund raising activities by schools' official parent/guardian groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent/guardian group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
- G. The following fundraising activities are examples of possible activities that may be approved:
 1. Sales of goods (candy, T-shirts, etc.), magazines, apples (if maintained in cold storage);
 2. Car washes, -rummage and garage sales, pancake breakfasts, spaghetti dinners;
 3. Paper drives, bottle drives, etc. that do not interfere with the school day;
 4. Carnivals when organized and supervised by the school and/or the recognized parent group;
 5. Skating and bowling parties provided there is adequate supervision and liability protection;
 6. Bandathons, bikeathons, and walkathons;
 7. Basketball games if liability insurance for participants and facilities is included in the contract;
 8. Talent, variety, musical, and drama productions (after school hours); and
 9. Any major purpose fundraising activity that is not listed above must have the approval of the superintendent;

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- H. Fundraising activities in excess of \$5,000 must be submitted by the principal to the superintendent or designee for approval. Application for approval must include:
1. The sponsoring group;
 2. The proposed activity;
 3. The manner in which the money is to be collected; and
 4. The purpose;
- I. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy; and
- J. Any outside group other than an official school-parent/guardian group must have district office approval before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
1. Must work through established official parent/guardian organizations and not with or through student body organizations or the administration.
 2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fund raising should be referred to the appropriate parent/guardian organization, which shall have the option of permitting the outside group to utilize the parent/guardian organization's normal method of communication to transmit information concerning the fund raising.
 3. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent/guardian groups, except that each school may permit the official parent/guardian organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fund raising activity.
 4. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students through the school office.
- K. Fundraising activities in the form of a raffle or gambling type activity will require an appropriate permit or license issued by the State Gambling Commission.
- L. Requesting donations is an allowable fund raising method.
1. Online fund raising is permitted only through the district's Online Payments system or through donorschoose.org.

Revised: March 2023