

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-6102

Page 1 of 2

DISTRICT FUNDRAISING ACTIVITIES

The district fundraising programs for students shall: (1) promote K-12 education; (2) provide educational experiences; and/or (3) address local funding obligations that support the educational mission of the district; (4) and/or promote the effective, efficient, or safe management and operation of the district.

District fundraising activities may include: (1) soliciting gifts and donations that are reasonably related to the pursuit of the district's objectives; (2) entering into interlocal agreements with other governments which generate additional funds for school district activities; and/or (3) operating various revenue generating enterprises consisting of the sale of goods or services that are produced by, or that are linked to, the district's educational program. The purpose or use of such programs shall be consistent with the policies and programs of the district.

Proposals for district fundraising programs shall be reviewed and approved in advance by the superintendent (or designee) to ensure compliance with the following procedures. The superintendent (or designee) shall make all compliance determinations.

- A. Any fundraising program charging fees shall satisfy the following criteria:
 - 1. Fees for persons attending or participating in such programs shall only be charged when attendance or participation is optional, not mandatory;
 - 2. Students shall not be charged a fee to enroll in a curriculum-based activity that involves a district fundraising program; and
 - 3. A program shall not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.

- B. Any fundraising program characterized as a "business enterprise" activity will satisfy the following criteria:
 - 1. For these purposes, "business enterprise" will be defined as any non-Associated Student Body activity that sells goods or services for district-related purposes on an ongoing basis;
 - 2. Such "business enterprises" will sell products or services that are appropriate for the program's education purposes and/or promote the effective, efficient, or safe management and operation of the district;
 - 3. Such enterprises will not be created solely for commercial purposes
 - 4. Such enterprises will purchase inventory in accordance with applicable district policy and/or practices; and
 - 5. A business enterprise program will not be created or continued that will require the allocation of district funds when program-specific resources are insufficient or exhausted.

- C. Any fundraising program using donated personal items or services for an auction, sale, and/or raffle shall satisfy the following criteria:
 - 1. Donated items or services must be free from health and/or safety hazards;
 - 2. Donated items or services must be given voluntarily by individuals or businesses; and

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-6102

Page 2 of 2

3. Appropriate solicitation on the part of students, parents or appropriate district personnel is permissible, but actions of students and parents cannot bind the district to any contractual obligations.
- D. Any fundraising program that requires contracting with a third-party vendor or promoter shall satisfy the following criteria:
1. The contract shall further K-12 education and/or promote the effective, efficient, or safe management and operation of the district; and
 2. The district shall enter into contracts consistent with district policies and with appropriate authorization of the superintendent (or designee).
- E. Any fundraising program involving the production and/or sale of goods or services, such as a vocational education program, shall satisfy the following criteria:
1. The superintendent (or designee) must authorize the sales of any goods produced and/or any services provided by the education program;
 2. The proceeds from the sale shall be used to enhance or to expand the education programs(s), as determined by the superintendent (or designee);
 3. To the extent required, all goods produced or services provided from an educational program shall be assigned to or owned by the district; and
 4. Individual compensation for the sale of goods produced and/or for the services provided shall not be permitted, except as authorized by the superintendent, in accordance with applicable laws, district procedures, and/or practice.
- F. Any fundraising program selling surplus school personal property shall satisfy the following criteria:
1. Such programs shall not violate applicable state law or school policy governing the sale, lease, or rental of surplus and obsolete school personal property;
 2. Such programs are permitted only as provided in RCW 28A.335.180; and
 3. Such programs follow the district's policy for the disposal of surplus property, District Policy No. 6881.
- G. Any fundraising using an online go fund me site shall satisfy the following criteria:
1. Donorschoose.org is the only authorized site to be used for online go fund me sites.
 2. Each separate project on the Donorschoose site needs prior approval from the principal/supervisor before starting project. The prior approval form is located on the district's website, www.wwps.org, under Business Office department.
 3. If there are any technology requests in the project, approval is also needed from the Director of Technology.
 4. If there are any curriculum materials in the project, approval is also needed from the Executive Director of Teaching and Learning.
 5. All goods received from the project become property of the district.

Revised: December 2016

Revised: February 2018