

INDIANOLA COMMUNITY SCHOOL DISTRICT

Fundraiser Guidelines

The Indianola Community School District recognizes a desire and a need for fundraising. The school district also recognizes a need for guidelines to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the community. The school board has the responsibility to monitor, supervise and control all fundraising activities associated with official school programs and activities. All fundraising must have prior approval. School employees are directed not to organize, conduct or involve students in fundraising activities unless the fundraising activity has been approved.

Significant dollars are raised every year to support our school district. The district values the participation and the support of outside organizations, including, but not limited to, our booster clubs and parent-teacher organizations.

Definitions

Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly funds school programs.

Student organizations are groups that are sponsored by the district and approved by the school board. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events. Student organizations are directed or supervised by school district staff. Student organizations include athletics, student extra-curricular activities and clubs.

Outside organizations are non school-funded groups such as parent teacher organizations (PTOs) and parent booster groups that provide supplementary support to existing school programs and activities.

Approval of Fundraising Activities

Students may raise funds for school-sponsored events with permission of the building administrator.

Lists of approved fundraisers, including those planned by outside organizations, for the benefit of the school district, are presented to the school board for review in August and January. Any other fundraisers planned after the semi-annual lists are reviewed must be submitted on the Additional Fundraising Request Form (available on the Share Drive under District Forms) approved or denied by the building administrator and then forwarded to central office. This Fundraising request will then be included on the next semi-annual list to be reviewed by the Board.

Fundraising Guidelines

- Fundraising by students for events other than school-sponsored events is not allowed during the school day.
- All funds raised through school fundraisers are under the jurisdiction of the school board.
- The district name and school or outside organization name should be included on all fundraising information distributed.
- All funds received by the district are considered public funds and must be used to support the educational mission of the district. Fundraising revenues cannot be used for private gain or political purposes. (Board policy 704.1).
- Participation in fundraising activities is voluntary. No student will be excluded from an event or program because of non-participation by the student or their parents. No student shall be forced, coerced or otherwise unduly pressured to participate in fundraising activities. Likewise, no reprimand, condemnation nor criticism shall be made of any student who does not participate or succeed in fundraising.
- The specific goals of the fundraiser should be included on fundraising information. All expenditures of fundraising revenues must have public purpose.
- Group (class or grade) incentives are the preferred means to motivate and reward students. Incentives purchased for qualifying groups of students from public funds as part of an initiative, program, or recognition (e.g., rewards, honor roll) shall be of nominal value and authorized by the school administrator. The Iowa Department of Education has ruled that there is “an absolute prohibition on giving cash to a student as an award.”

Updated: May 15, 2012

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- The school district discourages fundraisers that sell food. The district will allow those fundraisers that sell food and beverages if the nutrient content of food items is available so the purchaser can make an informed selection. (Board policy 507.9)
- Fundraising activities during the school day will be limited and must not conflict with state laws and regulations relating to food service programs.
- The option to donate, as opposed to participating in the fundraiser, should always be an option. These donations to the school district are tax deductible.
- School organizations are not permitted to make donations to other non-profit organizations unless that particular purpose was identified prior to raising the funds. Proceeds from fundraisers cannot go to an individual or group that does not have designation as a 501(c) 3 organization.
- Collection boxes for school fund raising must have prior approval from the building administrator before being placed on school property.
- All students who participate in approved fundraising activities are expected to represent the school, the student organization and the community in a responsible manner.
- Funds raised should complement – not replace – public funding for education.

Financial Management

- Handling funds in a public school is a serious matter governed by state law and board policy.
- Student handling of cash should be kept to a minimum. Fundraising information should discourage giving cash to students.
- Checks should be made out payable to the Indianola Community School District or the fundraising company. Checks should never be made out to a district employee.
- Funds raised by students or from student activities is deposited and accounted for in school district accounts (Board policy 704.5). District employees are not allowed to have separate checking accounts for school-related activities.
- All checks and cash receipts should be deposited promptly. Under no circumstance is money to be kept in classrooms or taken from the building by the sponsor.
- The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations. Funds raised by students are kept locked up in the office of each school building. (Board policy 702)
- Sponsors will be expected to give receipts for all cash collected.
- All contracts, including those for fundraising, require administrative approval.
- Sponsors assume personal responsibility for all monies collected up until those monies are deposited with the school office.

Outside Organizations (Board policy 903.1)

The board values the participation and the support of school district community groups, including, but not limited to, booster clubs and parent-teacher organizations, which strive for the betterment of the school district and the education program. The school district will work closely with these groups.

Prior to any purchase of, or fundraising for the purchase of goods or services for the school district, the group will confer with administration to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building administrator to be the liaison with the school district community groups affiliated with the building administrator's attendance center.