

FundRaising Activities

DEFINITION

Fund-raising is an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fund-raising activities shall be deposited in the school's activity fund bank account or the District bank account.⁴

APPROVAL REQUIRED

All school-wide fundraising activities, including the proposed use of the funds, must be given prior approval by the Board of Education.⁴ Requests must be channeled through the Principal, School-Based Decision-Making Council, and Superintendent.

All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee. Any fund-raising activity involving students or school personnel, and in the name of a school or school organization, must be authorized by the Board.

All funds raised for a specific purpose shall be used for that purpose.

All authorized fund-raising activities must be recorded in the internal accounting system.

RESTRICTIONS

Fund-raising campaigns shall be conducted according to the following guidelines:

- Fund-raising requests must be submitted on a form provided by the Superintendent or designee.
- Sponsors of any group/organization anticipating a fund-raising activity during the school year must submit a fund-raising form to the Principal and submitted to the SBDM Council for approval.
- Requests for fund-raising activities for the first semester must be submitted for Board approval at the August meeting. Summer fund-raising activities must be submitted in time for Board approval at the June meeting. Fund-raising requests for the second semester must be submitted for approval at the January Board meeting. After approval by the Principal and/or SBDM Council, the Superintendent will present school fund-raising requests to the Board of Education and make recommendations for approval at the appropriate Board meeting.
- Approved fund-raising projects must be planned and carried out outside of regular instructional time under the direction of a school employee.
- All information, advertising, tickets, and other materials that are distributed as part of the fund-raising project shall bear the name of the sponsor.
- All funds raised must be expended for the benefit of the students and/or student programs.
- Fund-raising activities shall not encourage or require door-to-door solicitation by students in the community.
- Each elementary school shall have no more than three (3) fundraisers per year.

SUBSCRIPTION SALE OF PRINTED MATERIALS

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors, and the duration of sales.²

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GAMING ACTIVITIES LICENSE

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.³

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity.¹ No student shall be penalized by a class, team, club, or organization for not participating in a fund-raising activity. Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.⁴

CONDUCT OF ACTIVITIES

- All school-sponsored groups shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.
- Any support/booster organization wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student. No dues, fees, or charges shall be assessed to students or parents.

ACTIVITIES PERMITTED

This policy shall not prohibit schools from the following:

1. Use of students to sell school-sponsored activity tickets, as well as other items, at school events.
2. Generation of funds through athletic ticket sales, concessions, school social activities, picture sales, book fairs, and advertisements for programs, annuals, and school newspapers.

NON-SCHOOL GROUPS

No sales or fund-raising drives by non-school groups shall be permitted. However, displays and notices of interest to students may be placed in the schools with prior approval of the Principal.

REFERENCES:

¹[KRS 158.290](#);

²[KRS 367.515](#) (3)

³[KRS 238.505](#); [KRS 238.535](#); [KRS 238.540](#)

⁴Accounting Procedures for Kentucky School Activity Funds

[KRS 156.160](#); [KRS 158.854](#)

[OAG 78508](#); [OAG 79330](#); [OAG 79556](#)

RELATED POLICY:

04.312

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