

Fund-Raising 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 schoolwide fund-raising activities, including the proposed use of the funds, must be approved by the Board.⁴ Requests must be channeled through the Principal and Superintendent.

All other fund-raising activities, including the proposed use of the funds, shall require the approval of the Principal or a designee. All solicitations and contributions within the school shall be approved by the Superintendent.

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

All funds raised must be recorded in the internal accounting system. Monies raised by student organizations shall be expended for the benefit of the students.

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

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

CROWDFUNDING

Crowdfunding is the practice of funding a project by collecting small amounts of money from a large number of people, usually via a website that facilitates the process. Examples of crowdfunding sites include Facebook or GoFundMe. This Policy is designed to assist schools in reducing potential liability caused by employee crowdfunding posts. Employees are prohibited from using a District school's name or any other identifying features unless the project is in full compliance with this Policy.

Employees wishing to raise funds for a particular school must obtain prior written approval from their principal and, if applicable, the Board after providing pertinent details. Crowdfunding projects shall be described and approved using the Fundraiser & Crowdfunding Approval form included in the Accounting Procedures for Kentucky School Activity Funds. A copy of the approved form must be sent to the Athletic Director (if applicable), School Bookkeeper, Principal, and Superintendent. Approval forms will be reviewed to ensure that no potential legal liability, violation of state or federal laws, and/or violation of the school or District policy exists. Approval forms that paint the school, the District, or any of its employees or students in a negative light will not be approved.

Fund-Raising Activities**CROWDFUNDING (CONTINUED)**

Under the Family Educational Rights and Privacy Act, the publication of student images and information is not authorized except as to specific categories of “directory information”. Even as to uses which are directory information, parents have the right to opt their children out. Accordingly, the posting of images on a crowdfunding page is limited to pictures of the classroom, the teacher, and photos of students where the students are not identifiable (i.e. their hands, photos from behind the student, etc.), unless the employee has obtained written consent from the parents of all identifiable students.

The crowdfunding site must have procedures in place to ensure that funds are distributed to or spent on behalf of the school, and not an individual employee. All funds raised and items purchased via crowdfunding must be used for their designated purpose. Employees approved for crowdfunding projects must make a report to their principals of any funds or items received through the project, and the disposition of funds and property received. A copy of the report must be submitted to the School Bookkeeper and Principal.

All funds and/or materials are property of the District and shall remain with the school in the event that the teacher terminates his or her employment with the school.

OUTSIDE ORGANIZATIONS

With the exception of school-sponsored or school-approved parent-teacher activities, no outside group may advertise events through the schools or have students sell items.

IDENTIFICATION OF SPONSOR

All information, advertising, tickets, and other materials permitted shall bear the name of the sponsor.

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.¹ 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.

REFERENCES:

¹KRS 158.290

²KRS 367.515 (3)

³KRS 238.505; KRS 238.535; KRS 238.540

⁴Accounting Procedures for Kentucky School Activity Funds

KRS 156.160; KRS 158.854

OAG 78-508; OAG 79-330; OAG 79-556

STUDENTS

09.33
(CONTINUED)

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RELATED POLICIES:

04.312; 10.4