

FUNDRAISING

School-Sponsored Fundraisers

1. Curricular Fundraisers

Students or staff wishing to raise funds for curricular purposes shall submit such proposals to the principal for approval. The principal shall develop standards for approving and denying curricular fundraising proposals, which shall, at a minimum, require that fundraising be conducted in compliance with district policy and law, require adequate insurance coverage and adult supervision, prohibit proposals that interfere with the instructional program, prohibit door-to-door sales, and prohibit sale of items inconsistent with the district’s wellness policy.

2. Extracurricular and Co-Curricular Fundraisers

School-sponsored groups must request and receive permission from the building principal prior to initiating an extracurricular or co-curricular fundraising campaign. The principal shall approve or deny the request based on the criteria established for curricular fundraisers.

3. Reporting

All proceeds from approved fundraising campaigns shall be deposited with and accounted for by the Business Manager and reported to the Board in accordance with NDCC 15.1-06-15. Funds generated through school-sponsored fundraising are district funds and are subject to all district policies and laws governing district fund management.

Fundraising by Non-School Sponsored Groups

For the purposes of this policy, non-school sponsored groups are those entities whose membership is other than students and staff participating in curricular, co-curricular, or extracurricular activities. Non-school sponsored groups include, but are not limited to, booster groups, the PTO/PTA, and other parent groups. These groups are required to obtain their own tax identification number and manage and account for all monies raised. No employee of the district is authorized to sign checks on behalf of non-school sponsored groups. The District disclaims any liability for non-school sponsored group activities.

The District may accept gifts from non-school sponsored groups as long as the gifts comply with the district’s policy on gifts and bequests and the fundraising activity is consistent with the district’s mission and applicable policies. The non-school-sponsored group is requested to consult with the Superintendent to ensure that the District will be able to accept funds raised from a non-school sponsored fundraising activity before beginning such activity.

Complementary Documents

- HDD, Gifts & Bequests
- HEAC, Management of Student Activities Funds