

STUDENT FUNDRAISING FOR CHARITABLE PURPOSES

POLICY:

Student fundraising for charitable purposes is permissible when specifically pre-approved by the principal. The charitable purpose must reflect school, district, and community values. Funds raised by students for charitable purposes will be considered as “non-associated” student body private funds and will be subject to all district fundraising policies and procedures. These funds will be held in trust in one or more separate accounts within the District Associated Student Body (ASB) Fund or Private-Purpose Trust Fund and will be disbursed for the purpose determined by the student group(s) conducting the fundraiser.

All expenses, including start-up costs, must be paid from the proceeds of the fundraiser. Charitable fundraising is a private activity and district funds or resources cannot be used to cover any fundraising expenses.

All individuals being asked to donate or participate in an event to raise money for charitable purposes must receive a written statement of the purpose of the fundraiser and the intended use of any proceeds. The notice will also state that the proceeds will be held in trust within the ASB Fund or Private-Purpose Trust Fund exclusively for the specified charitable purpose(s).

As provided by RCW 28A.325.030, charitable purpose does not include any activity related to assisting a campaign for election of a person to an office or for the promotion or opposition to any ballot proposition.

Funds shall be disbursed from the ASB Fund or Private-Purpose Trust Fund through the normal processes identified by district policy and the Business Office for the distribution of money owed to vendors/organizations.

Prizes shall not be purchased using the proceeds of charitable fundraisers. In addition, rebates and commissions on charitable fundraisers are not allowable.

Legal References:

RCW 28A.325.030 Associated Student Body Program Fund
WAC 392-138-013 Authority and policy of board of directors

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PROCEDURES:

- A. Charitable fundraising can be defined as an official, organized effort by student groups to raise money for donation to a specific group, individual or cause.
- B. Each charitable fundraiser must be pre-approved by the building principal using form 5315F-1.
- C. The fundraiser must follow all of the District's guidelines and the WASBO ASB Procedure Manual for fundraising.
- D. Charitable fundraising is a private activity and district funds cannot be used to offset, front fund, or prepay expenses.
- E. Supporters and prospective customers of the fundraiser must be notified of the intended use of the proceeds and informed that the proceeds are not ASB funds but will be held in trust by the District exclusively for the specified purpose(s).
- F. Money should be deposited in tact and in a timely manner to the ASB or Private-Purpose Trust Fund. A unique code defined by the State Accounting Manual and customized by the building should be used for each event.
- G. Payment of the donation should be processed by warrant requests after completion of the fundraiser.
- H. Prizes should not be purchased using the proceeds of charitable fundraisers. In addition, rebates and commissions on charitable fundraisers are not allowable. These types of incentives diminish the effectiveness of the fundraiser. If students desire to raise funds for a good cause, they should participate for that reason alone and not because they stand to gain personally.
- I. ASB fundraisers and charitable fundraisers must be kept separate. (This means that a percentage of the profits from a single event cannot be divided between charitable purposes and ASB purposes.)

- J. Staff members who oversee ASB charitable fundraising activities will serve only as facilitators in the process. Their role is to guide students as they try to understand issues of need in their community and world and make discerning decisions about which corresponding charitable organizations to support. As such, these staff member will annually review and train student leaders in their school's student-decision making model.