

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

INSTRUCTION

EXTRACURRICULAR ACTIVITIES

FUNDRAISING ACTIVITIES

374

The Pittsville School District recognizes that student fundraising activities are part of student organizations and co-curricular activities. The Board supports fundraising projects that are designed to promote educational and co-curricular activities without interfering with the educational program. The goal of raising and expending funds by pupil groups shall be for school and school-related purposes.

Because fundraising activities have a direct impact upon schools and the community they serve, the Board endorses a cooperative relationship between school personnel and community members designing and implementing plans where money is raised for school projects, pupil activities, and approved charities.

Student participation in any school-based fundraising activity shall be strictly voluntary. In addition, although the District discourages all door-to-door and similar fundraising activities by students under the age of twelve (12) who are not physically accompanied by a responsible adult, it is important for persons planning school-related fundraisers and for parents, guardians, and caregivers to know that state law expressly provides that:

1. Any child under 12 years of age is required to have written approval from his/her parent or guardian in order to engage in any school-related fundraising that involves sales, solicitation, or collection activities on a door-to-door basis or in any public place; and
2. Any child under 9 years of age, or any group of children that includes one or more children under 9 years of age, must be physically accompanied by a parent or a person who is at least 16 years of age when engaging in fundraising activities on a door-to-door basis or in any public place.

Fundraising activities that involve asking the families of students in grades K-8 to directly solicit sales or donations in the broader community (i.e., away from school and to persons other than school families and the students' own relatives) will be limited and must be approved in advance by the District Administrator.

Funds raised by student groups under this policy will be held by the District on behalf of the applicable organization, club, or other student group and shall be managed in accordance with sound business practices and applicable District policies and procedures, including the District's policy on student activity funds management.

Any fundraising activity involving the sale of food before or during the school day is prohibited.

All fundraising projects and activities shall have prior written permission from the building principal and District Administrator/designee. All funds raised for any school group shall be processed through the district financial accounting system.

Crowd Funding (i.e. Go Fund Me) must follow all of the same policy/guidelines as all other fundraising activities.

Fundraising shall be in accordance with rules established by the administration and shall not be conducted in a manner that would violate any federal, state, or local laws.

LEGAL REFERENCE:

Wisconsin Statutes Sections

103.23(2) [minors under 12 participating in fundraising activities]

118.12 [sale of goods and services at schools]

120.16(2) [board treasurer duty; account for extracurricular activities funds]

Internal Revenue Code Reg. 1. 501(c)(3)-1(c) [operational test]

First Reading of Updates: December 12, 2022

Second Reading/Approval of Updates: March 13, 2023

FUNDRAISING ACTIVITY GUIDELINES

The following rules/guidelines will apply to all fundraising activities.

1. The Fundraising Application must be approved and on file in the school office before any commitment is made to a vendor or the activity starts. The applications must be made annually for activities which are ongoing from one year to another (374-Exhibit).
2. A fundraising calendar will be established by the administration for fundraising activities out of the school. The calendar will be available for use in planning and every effort will be made to avoid multiple fundraisers taking place at any one time. Principals will coordinate the calendar with one another. See #14 regarding raffle fundraising.
3. As a general consideration, organizations should refrain from product duplication when planning fundraising.
4. Food sales in the school may not occur during the school day ~~hours~~. DPI/USDA definitions of “school day” is the period from midnight before to 30 minutes after the end of the instructional school day.
5. Fundraising activities conducted by the school for outside charitable organizations (i.e. Jump Rope for Heart, Coins for Cancer) should also be placed on the calendar.
6. Ticket sales for regular school events, such as athletic contests, musical, school pictures, or similar regular building functions are not affected by the fundraising policy.
7. Per Wisconsin State Statute 103.24, parent/guardian written permission must be provided to the school before students under the age of twelve years may participate in any type of door-to-door fundraising activity. Children under the age of nine must be accompanied by a parent or a person at least 16 years of age.
8. At all school levels, emphasis should be on participation rather than competition. Exempt organizations cannot privatize fundraising by student or family. The fundraising group will consider all funds equally earned by students regardless of individual participation.
9. No cash earned or collected by the fundraiser will be paid directly to students or outside vendors in cash or kind. All payments to vendors should run through the Finance Office.
10. Money collected should be turned in to the business office daily. The advisor is responsible until the money reaches the business office. No money should be left in any classroom or staff member’s office. Under no circumstances should money be sent through interschool mail or be taken home.
11. A financial report is to be given to the Finance Office at the completion of the fund raising activity. This report is subject to review during the district annual audit (374-Exhibit).
12. Any staff member conducting fundraising activities may not receive for his/her personal benefit anything of value from any person other than his/her employing school district as a result of involvement in the fundraising activity. Gifts, prizes, or awards may be given directly to the students involved by the fundraising company. Any refunds, rebates, or discounts that may result from the fundraising shall be the property of the District.
13. Advisors/chaperones participating in fundraising and supervision of students may share in revenues raised for costs of the trip, if club participants have been notified of this prior to fundraising.
14. All raffle fundraiser events must follow Wisconsin Raffle Licensing recordkeeping and recording requirements. A Raffle Application is required.

FUNDRAISER APPLICATION

PITTSVILLE SCHOOL DISTRICT

Complete the top portion of the form and give to your building principal.

NAME OF GROUP:	DATE SUBMITTED:
NAME OF ADVISOR:	GRADE(S) OF STUDENTS:
REASON FOR FUNDRAISER:	
PRODUCT(S) TO BE SOLD:	
WHERE PRODUCT(S) WILL BE SOLD:	
FUNDRAISER COMPANY:	
STARTING DATE:	ENDING DATE:
ANTICIPATED PROFIT:	
ACCOUNT IN WHICH INCOME WILL BE DEPOSITED:	

Approved (placed on calendar)

Not Approved

Principal Signature

Date

District Administrator

Date

Complete the information below and turn in to the Finance Office with the final deposit.

TOTAL RECEIPTS:	TOTAL EXPENDITURES:	TOTAL PROFIT: