



Book 2 - Administrative Policies and Regulations
Section 3000 Instruction
Title Fundraising Activities
Number 3740
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Cross References [5220.4 - Staff Ethics/Conflicts of Interest](#)
[8520 - Distribution of Non-School Materials](#)
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School District of La Crosse Administrative Policies and Regulations

3740

FUNDRAISING ACTIVITIES

- I. Given the challenges of adequately funding school related activities, the District recognizes the need to supplement and enhance programs with fundraising activities. Fundraising is defined as the selling of products and/or services to garner supplemental funds. Fees do not involve the selling of a product and/or service to garner supplemental funds. Funds raised are intended to benefit students.
- II. All funds raised and collected are to be accounted for within District accounting policies and procedures and Generally Accepted Accounting Practices.
- III. Fundraisers which will ultimately benefit the district must be approved by administration since the District's name and reputation will be reflected during the fundraising activities.
- IV. All fundraisers must attempt to get as close as possible to 100% of the funds collected benefiting the school organization. Efforts must be made to minimize both the percentage and the dollar amount of funds going to third party vendors. The District welcomes and encourages outright donations in lieu of purchased products or services.
- V. No funds secured through fundraisers or donations may be used to pay for program staff. Supplanting or supplementing of staff positions is not allowed.
- VI. Attempts should be made to not carry on conflicting fundraising activities simultaneously.
- VII. Employees may not solicit funds from students for either private or school related purposes.
 - A. Fundraising by Student Organizations and Co-Curricular Activities:
Additional funds may be raised to supplement approved student organizations and co-curricular activities (except staffing).
 1. Every attempt should be made to expend funds in the fiscal year that they are raised so that students that raise the funds are benefiting from them. Any request to "carry forward" funds from one year to the next must identify a very specific purpose or multi-year project and must be approved by the Executive Director of Business Services.

2. Products sold should be of good quality. Utmost care of food safety procedures must accompany any food sales. In addition, consideration of competition with products and services of local merchants is important to consider.
 3. Door-to-door solicitation is not a recommended practice and is not encouraged. Door-to-door solicitation is defined as approaching unknown individuals at their place of residence.
 4. All fundraising activities must be purely voluntary. Any intimidation (perceived or real) no matter how small will not be tolerated.
 5. Both students and parents have the right to appeal all fundraising. To do this they should discuss their concerns in writing with:
 - a) The teacher or advisor in charge of the fundraiser
 - b) The building principal
 - c) The Executive Director of Business Services
 - d) The Superintendent
 6. Decisions on which fundraisers to pursue must involve student, parent, advisor, and principal input.
 7. Approval process: The student officer (for student organizations), the organization advisor/coach, the building principal, and the Executive Director of Business Services shall approve all fundraising activities prior to the commencement of any fundraising activities.
- B. Fundraising by Teachers
Requests by teachers wishing to raise funds to supplement their classroom curriculum will be handled on a case by case basis with initial approval by the building principal and final approval by the Executive Director of Business Services.
- C. Fundraising by Non-school Organizations
The School District of La Crosse recognizes that there are many worthy organizations that derive most of their operating funds through various types of public campaign drives. Although the District understands and is sympathetic to the goals of these organizations, it recognizes that its first responsibility is to the District's educational mission. The District, therefore, prohibits the solicitation of funds in school or on school grounds by non-school organizations.
- D. Fundraising by an employee on Behalf of a Non-school Organization
Individual staff members are allowed to lend their support to non-school organizations by participating in their fundraising efforts so long as there is no direct cost from the use of district resources and the fundraising activity does not actively occur during the work day.
- E. Fundraising by Parent Support Organizations
Non-student support organizations that are raising funds on the District's behalf (PTO, PTA, Booster Clubs, etc.), must have fundraising activities approved by the related administrator. The approved fundraisers should be reported to the Executive Director of Business Services.
- F. Employee Solicitation
Employees are not allowed to use district resources to solicit funds for personal gain.

Reviewed and revised by the Superintendent's Advisory Team: 04/09/14
Board of Education Informed: 04/16/14

[Fund Raising Approval Form.pdf \(131 KB\)](#)