



Tri-Valley School District 49-6



Policy IGDF: Student Fund-Raising Activities

Money drives will not be encouraged unless there is justification for purpose and the need is adequate.

Fundraising Guidelines:

1. All clubs, organizations, and sports must do at least one concession stand event in order to be approved for any other fundraiser.
2. Requests for school-affiliated fundraising shall be made through the Google Docs electronic fundraising form.
3. Permission to conduct a fundraiser may be approved or denied by the district administration depending on the quality of the product, purpose of the fundraiser, or failure to follow the proper guidelines.
4. Fundraising cannot begin until a fundraising request form has been completed and approved by the Activities Director or Principal. No fundraising materials, including fliers or commercially produced literature, may be sent home with students or given to parents until approval of a fundraiser has been granted.
5. For consideration, all fundraising requests for the current school year should be completed and submitted to the activities director prior to November 1st. Any requests after that date will be considered based on need and availability.
6. School-affiliated organizations may be granted up to a maximum of three fundraisers per school year, not counting concessions. All organizations with a trust and agency account are subject to this policy. These organizations include:

Archery	Art	Band	Basketball – Boys	Basketball – Girls	Cheerleaders
Chorus	School Class Accounts	Cross Country	DI	FBLA	FCCLA
FFA	Football	Golf	NHS	Play	Quiz Bowl
Softball	Student Council - Elementary	Student Council - HS	Student Council - MS	Track	Volleyball
Wrestling	Yearbook	ELL			

7. Fundraising requests MUST be approved by the activities director’s or principal’s office prior to entering into an agreement or purchasing merchandise from a company. Upon approval of a fundraising request, all purchases MUST be accompanied by a completed and signed purchase order.

8. Individuals wishing to conduct a lottery or hold a bingo event must receive approval by the Superintendent, or the Superintendent's designee, prior to holding the event. The requirements in Policy KI, Public Solicitations and Advertising in the Schools, for conducting a lottery or holding a bingo game, are applicable to lotteries and bingo events sponsored by individuals.

9. Any faculty members responsible for supervising student fund raising activities shall give all money raised from the activity to the Business Manager. If the activity is a lottery (including such activities as a 50-50 drawing) or a bingo event, the Business Manager shall issue a check to the winner(s) from the account.

10. A categorical, itemized accounting of money raised in connection with the student fund-raising activities will be filed by the Business Manager with the District financial records.

11. Any individual(s) attempting to fundraise utilizing the Tri-Valley Mascot, Logo, or school likeness is subject to this policy.

12. Non-school affiliated organization fundraising requests for use of school property, or on school property, will be subject to board policies on the use of school facilities.

13. Non-school affiliated organization fundraising requests for use of school property or on school property will utilize the following: "Disclaimer: This fundraising initiative is organized and conducted by (Example: Parents of the class of 2024) and is not affiliated with the school district. Any views or opinions expressed in connection with this fundraiser are solely those of the organizers and participants and do not represent the views or opinions of the school district. The school district assumes no responsibility or liability for any actions, content, or outcomes related to this fundraising effort."

This policy applies to retail fundraising activities only. Organizations may participate in an unlimited number of service activities throughout the year.

Adopted: 06/10/13

Reviewed: 08/08/22

Board Approved: 1/9/23