

District Fundraising Activities

District fundraising programs for students shall:

- Further K-12 education;
- Provide educational experiences; and/or
- Address local funding needs that support the educational mission of the District,
- Promote the effective, efficient, or safe management and operation of the District, and
- Comply with District cash handling, procurement, fixed asset, gifts and donations policies.

Prohibited Activities

- Prohibited Activity: Contracting with crowdsourcing sites (the process of obtaining cash donations from an online community) such as: Snap! Raise, *GoFundMe*, etc. where cash donations made through third-party vendors and where third party vendors receive a percentage or amount of the donation as payment for services.
- Prohibited Activity: Although private individuals may use a crowdsourcing site and donate to the District, the individual may not use District assets, logos or resources when engaging in private crowdsourcing activities. In addition, District employees acting as private individuals shall not represent themselves as agents of the District nor engage in such activities during normal paid staff time.

Building administrators must review and approve proposals or fundraising applications for district fundraising programs in advance of any activity to ensure compliance with this procedure. The school principal shall make all compliance determinations. Funds raised as an extension of a curricular activity must be deposited into the general fund.

- A. Any fundraising program charging fees shall satisfy the following criteria:
 1. Fees for persons attending or participating in such programs shall only be charged when attendance or participation is optional, not mandatory;
 2. Students shall not be charged a fee to enroll in a curriculum-based activity that involves a District fundraising program; and
 3. A program shall not be created or continued which requires the allocation of District funds when program specific resources are insufficient or exhausted.
- B. Any fundraising program characterized as a “business enterprise” activity shall satisfy the following criteria:
 1. For these purposes, “business enterprise” shall be defined as any non-Associated Student Body (ASB) activity which sells goods or services for district related purposes on an ongoing basis;
 2. Such “business enterprises” shall sell products or services that are appropriate for the program’s educational purposes and/or promote the effective, efficient or safe management and operation of the district;
 3. Such enterprises shall not be created solely for commercial purposes;
 4. Such enterprises shall purchase inventory in accordance with applicable district policy and/or practices; and
 5. A business enterprise shall not be created or continued which requires the allocation of District funds when program specific resources are insufficient or exhausted
- C. Any fundraising program using donated personal items or services for an auction, sale, and/or raffle shall satisfy the following criteria:
 1. Donated items or services must be free from health and/or safety hazards as defined by school board policy;

2. Donated items or services must be given voluntarily by individuals or business; and
 3. Appropriate solicitation on the part of students, parents, or appropriate district personnel is permissible, but actions of students and parents cannot bind the district to any contractual obligations.
 4. Donations must comply with [Policy 6114: Donations](#) and [Procedure 6114P: Gifts and Donations](#).
- D. Any fundraising program that requires contracting with a third-party vendor or promoter shall satisfy the following criteria:
1. The contract shall further K-12 education and/or promote the effective, efficient, or safe management and operation of the district; and
 2. The district shall enter into contracts consistent with district purchasing procedure [6210P: Purchasing: Authorization and Control](#) and with appropriate authorization of the superintendent (or the superintendent's designee).
 3. Any monies or receipts collected through a third-party vendor must comply with district cash handling procedures as described in district procedure [6020P: System of Funds and Accounts](#).
- E. Any Fundraising program involving the production and/or sale of goods or services, such as a career and technical educational (CTE) program shall satisfy the following criteria:
1. The superintendent (or the superintendent's designee) must authorize the sales of any goods produced and/or any services provided by the educational program;
 2. The proceeds for the sales shall be used to enhance or to expand the educational program (s), as determined by the superintendent (or the superintendent's designee);
 3. To the extent required, all goods produced or services provided from an educational program shall be assigned to (or owned by) the district; and
 4. Individual compensation for the sale of goods produced and/or for the services provided shall not be permitted, except as authorized by the superintendent (or the superintendent's designee), in accordance with applicable laws, district procedures, and/or practice.
- F. Any fundraising program selling surplus school personal property shall satisfy the following criteria:
1. Such programs shall not violate applicable state law or school policy governing the sale, lease or rental of surplus or obsolete school personal property;
 2. Such programs are permitted only as provided in [RCW 28A.335.180](#)
 3. Such programs follow District [Policy 6881](#) for the disposal of surplus property.
- G. Online fundraising sites (Donors Choose, for example) to solicit NON-CASH donations of supplies, material or equipment are permissible under the following conditions:
1. Prior written permission is received from the superintendent (or designee) before posting the request
 2. All items are shipped directly to the school site or to the district's central receiving;
 3. Supplies, materials, or equipment are consistent with district standards;
 4. Supplies, materials, or equipment become the property of the district; once donated
 5. Fixed assets are barcoded and added to the site's room lists
- H. Students must refer to Policy 3530 [Associated Student Body \(ASB\) Fundraising](#) for guidance.
- I. Fundraising related to [Contests, Advertising, and Promotions must comply with Policy 4237](#) and [Procedure 4237P](#).

Date: 10.17