

STUDENTS

Student Fund Raising Activities

The district strives to create an enjoyable setting for all patrons, guests, staff members, and students. When engaged in fund raising, all groups are expected to behave respectfully and avoid high-pressure tactics. Guidelines for student fund raising activities are as follows:

- A. Student participation must be voluntary.
- B. The fund raising activity must be such that it is likely to create a positive public relations image.
- C. Fund raising activity efforts should support and not interfere with the educational program. No student fund raising may take place during instructional hours.
- D. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
- E. When selecting a vendor, the net profit to the school needs to be 40% or greater to be approved.
- F. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
- G. Sponsorship of fund raising activities by schools' official parent groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
- H. Fund raising should align with the district Wellness Policy 6700 and provide balanced options when selling edible items. The following fund raising activities are approved.
 1. Sales of goods such as T-shirts, magazines, apples (if maintained in cold storage), etc.
 2. Car washes may be approved if in compliance with state guidance on best practices found at:
<https://fortress.wa.gov/ecy/publications/documents/95056.pdf>
Car washes should:
 - Discharge washwater only to a sanitary sewer
 - When washing is over an impervious area like pavement that drains to a storm sewer or dry well, place a temporary plug in the storm drain and pump the accumulated water to the nearest wastewater system. Talk to your local sewer utility about diverting washwater to the sanitary sewer through collection and pumping
 - Minimize the amount of soaps and detergents usedCar washes should not:

- Discharge to a storm sewer, the ground, or surface waters
 - Clean engines using soaps, emulsifiers, detergents, strong acids, caustics, or other metal brighteners.
 - Pressure wash vehicles
 - Steam clean
3. School supplies, rummage and garage sales, pancake breakfasts, spaghetti dinners,
 4. Food drives, bottle drives, etc. that do not interfere with the school day,
 5. Carnivals when organized and supervised by the school and/or the recognized parent group,
 6. Bandathons, bikeathons, and walkathons,
 7. Basketball games if liability insurance for participants and facilities is included in the contract, and
 8. Talent, variety, musical, and drama productions (after school hours).

Any major purpose fund raising activity that is not listed above must have the approval of the superintendent.

- I. Fund raising activities by outside groups for the benefit of the school(s), that are expected to be in excess of \$1,000.00, must be submitted by the principal to the superintendent for approval. Application for approval must include:
 1. The sponsoring group,
 2. The proposed activity,
 3. The manner in which the money is to be collected, and
 4. The purpose.
- J. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy.
- K. Any recognized parent organization must complete facility use forms when using district facilities. The approval process will include building principal approval and guidance on the procedures.
- L. Any outside group other than an official school-parent group must have District office approval before conducting fund raising activities within a school or schools. Such outside organizations or persons seeking to raise funds from or through students:
 1. Must work through established official parent organizations and not with or through student body organizations or the administration.
 2. May not use school materials, supplies, facilities, or staff without proper reimbursement. Requests to the administration for access to students for purposes of fund raising should be referred to the appropriate parent organization, which shall have the option of permitting the outside group to utilize the parent organization's normal method of communication to transmit information concerning the fund raising.

3. Shall not collect money in school buildings as part of fund raising activities. Fund collections must be made by other means in other locations under the supervision of the official parent groups, except that each school may permit the official parent organization to maintain one box in the school's central office for deposit of envelopes containing funds from a permissible fund raising activity.
4. May display a sign announcing a fund raising activity. Brochures explaining the program may be made available to students through the school office.

Date: 10/12/81; 11/17/88; 12/20/99; 10/28/02; 5/23/05; 12/19/13; 4/24/17

PORT TOWNSEND SCHOOL DISTRICT NO. 50