

# Policy Guide



Policy No. 229

Section PUPILS

Title STUDENT FUNDRAISING

Adopted AUGUST 21, 1989

Revised MARCH 18, 2010;  
OCTOBER 19, 1998

	<p style="text-align: center;"><b>POLICY NO. 229</b> <b>STUDENT FUNDRAISING</b></p> <p>1. Purpose It is the purpose of this policy to establish guidelines for fundraising activities conducted by or for School District student organizations.</p> <p>2. Authority The Board has the responsibility, and also delegates responsibility to the Administration on day-to-day basis, to monitor, supervise and control all fundraising activities associated with official school sponsored programs, events, competitions, trips, performances and extracurricular activities when the same are promoted in the name of the Keystone Oaks School District. School District employees who act as sponsors for these events are directed not to organize, conduct or involve students in fundraising activities on behalf of the programs they sponsor unless the fundraising activity has been previously approved by the building principal.</p> <p>3. Categories Fundraising activities may be grouped under the following categories, which do NOT apply to any gate receipts or ticket sales for admission to regularly scheduled athletic or activity events:</p>	
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**I. School Sponsored Clubs, Teams and Organizations**

Campaign is being conducted by and for an existing, recognized student club, team or organization whose sponsor or coach is employed by/paid by the District.

**II. Outside Charities**

Campaign is being conducted for the purpose of providing money for a charitable cause not directly related to any District goal, and is not being conducted as a project of a recognized School District team, club or organization. Students are selling either a product, their own effort (e.g. walk-a-thon) or a service (e.g. car wash).

**III. Parent/Faculty Organizations**

Campaign is being conducted by a Parent/Faculty Organization in accordance with this policy.

**IV. Booster Clubs**

Campaign is being conducted by a booster club recognized by the District, in accordance with Policy No. 918.

Procedures for conducting each of these activities differ; however, all campaigns must adhere to the policy guidelines.

4. Guidelines

All fundraising activities must be voluntary, appropriate and undertaken for a specific purpose.

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They should be intended for the benefit of all the members of the sponsoring organization and must be conducted in a manner that is not disruptive to the educational environment. Fundraising projects should not place unrealistic financial burdens on the participants and should be scheduled to avoid overlapping campaigns. Disposition of funds generated through Category I fundraisers shall comply with the District's accounting procedures.

In no instance should District employees deposit fundraising monies into personal accounts.

**I. School Sponsored Clubs, Teams and Organizations**

1. No fundraising will be conducted by employees or students of this School District without prior approval being granted by the building principal.
2. The sponsor of a student club, team or organization contemplating a fundraising project must submit a request form for approval to the building principal at least two weeks before the activity is scheduled to begin. (Refer to Appendix I.) In order to take a trip, whether or not overnight, a student club, team or organization must obtain prior approval from the School Board, following preliminary approval by the building principal according to the guidelines in applicable Board policies.
3. Fundraising activities must be undertaken for a specific purpose, within a specific time frame and serve the goals and objectives of the club or organization.

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4. The Activities Director representing the building principal will maintain calendars to avoid excessive overlapping of campaigns.
5. The collection and distribution of all funds raised must be carried out in accordance with the provisions of Policy 618, Special Purpose Funds, and the procedures detailed in the District's Accounting Manual for School Activities and Athletics.

**II. Outside Charities**

- A. No fundraising for or by an outside charity which utilizes District facilities, and/or utilizes students on District property and/or during the school day, may be conducted without prior approval by the Superintendent.
- B. Outside charitable campaigns must be supervised by a professional District employee.
- C. Requests for conducting such a campaign must be submitted to the Superintendent at least one month before the proposed start of the project. (Refer to Appendix I)

**III. Parent Faculty Organizations**

1. Fundraising activities sponsored by Parent/ Faculty Organizations must be conducted in consultation with the building principal and appropriate staff. If students and building facilities are to be utilized and if activities will affect

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daily routines in the school building, the principal must grant approval by use of the fundraising request form. (Appendix I)

2. A Parent/Faculty Organization contemplating a fundraising project must submit a request form to the building principal at least two weeks before the activity is scheduled to begin.
3. Any funds being placed in the building account must be collected and distributed in accordance with the provisions of Policy No. 618, Special Purpose Funds, and the procedures detailed in the District's Accounting Manual for School Activities and Athletics.

**IV. Booster Groups**

Fundraising activities conducted by booster groups, whether the actual fundraising activities are actually performed by adult members or students, must be conducted in accordance with, and are subject to all provisions of Policy 918. It is recommended that the officers of the booster group consult and cooperate with the District's Athletic and/or Activities Directors and with the appropriate coach or sponsor so that the fundraising event adheres to the Board policy guidelines.

In order to take a trip in the name of the Keystone Oaks School District, whether or not overnight, a booster club must obtain prior approval for the trip from the School

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Board, following preliminary approval by the building principal, according to the guidelines of applicable Board policies.

PA Public School Code of 1949, as amended,  
Sec. 5-511  
Board Policies: 230, 231, 232, 819

**Keystone Oaks School District  
1000 Kelton Avenue  
Pittsburgh, PA 15216**

**APPENDIX I  
*Fundraising Request Form***

For fundraisers to be conducted by school sponsored clubs, teams and organizations and for fundraisers to be conducted by Parent/Faculty Organizations which will utilize students and building facilities and will affect daily routines in the school building, this request form must be submitted to the building principal at least two weeks before the fundraising activity is scheduled to begin. For fundraisers to be undertaken by outside charities, this form must be submitted to the District Superintendent at least one month in advance of the scheduled start date for the fundraiser.

**Purpose of the Fundraiser to the Anticipated Start Date of the Fundraiser**

1. Purpose of the fundraiser:

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2. Time frame for the fundraiser:

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3. If applicable, describe the way in which students and/or District facilities are to be utilized to conduct the fundraiser, and anyway in which the fundraiser will affect daily routines within the school building.

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4. For completion by outside charity only: Name of professional District employee who will supervise the fundraiser.

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Name and position of individual submitting the form:

\_\_\_\_\_ Date \_\_\_\_\_

Approval of Principal (for school clubs, teams and organizations and parent/faculty organizations):

\_\_\_\_\_ Date \_\_\_\_\_

Approval of Superintendent (for outside charities):

\_\_\_\_\_ Date \_\_\_\_\_