



5540 A

Limitations and Procedures: School Fundraising

Regulation 5540 A

Original Adoption: 08/28/1973

Effective Date: 02/27/2013

Revision Dates: 06/12/1984, 02/26/2013

I. PURPOSE

The purpose of this regulation is to establish some parameters for fundraising done by district schools and between employees.

II. GENERAL STATEMENT OF REGULATION

- A. The Principal or site administrator is responsible to approve or disapprove of the plan for or means of fund raising proposed within their building.
1. Fund raising purposes shall promote the ability of the school community to meet its goals and objectives, serve its mission, or to enhance the academic experience of its students.
 2. Fund raising projects that propose to support the purchase of any equipment, furnishings or improvements of the school facility must be coordinated with the Facilities Department.
 3. Fund raising projects that propose to support the employment of any person as an independent contractor must have the approval of the appropriate Associate Superintendent, and be in consultation with the Human Resources Department. Support of a district employee position must have the approval of the Human Resources Department and must comply with all district rules regarding staffing, as well as any collective bargaining agreements in force and effect that apply to the position.
 4. Fund raising done between employees must be passive and for the benefit of a charitable organization and not inure to the benefit of any identified person.
- B. Individual Principals or site administrators are authorized to make such additional school rules regarding school fund raising activities as they deem necessary to preserve the educational atmosphere of the school building, provide for the safety of their students and staff, and demonstrate fiscal responsibility.
- C. No student shall be permitted to take part in door-to-door solicitation or sales without a signed consent form from the student's parent or guardian. Consent forms shall be maintained by the sponsor of the fundraising effort.
- D. No student shall be permitted to conduct door-to-door solicitations or sales after sunset.
- E. No student shall be required to conduct solicitations or sales in a school-sponsored fund raising activity.
- F. Students participating in fund raising activities are expected to appropriately represent their school, the district and their community. All district policies regarding student conduct and discipline apply to school-sponsored fund raising activities.



- G. Rules of conduct for students participating in fund raising activities must be reviewed with all students by school personnel prior to the start of such activities.
- H. Employees who initiate a passive fundraising effort shall use no district resources for this purpose including, but not limited to:
 - 1. district email accounts, web pages or other electronic messaging;
 - 2. district purchased paper;
 - 3. district copying facilities or machines;
 - 4. district faxing machines or facilities;
 - 5. official district mailboxes;
 - 6. district established list-serves;
 - 7. employee time, however paid breaks and unpaid lunch periods may be used.

III. DEFINITIONS

- A. “Passive” fundraising shall mean using an order form, donation roster, or other document to solicit donations. Person-to-person announcements that such a device is available shall not make the fundraising active. Person to person requests to participate in the subject fundraiser shall make the fundraising effort active.
- B. “School-sponsored fund raising activity” shall mean a fund raising activity that is sponsored by the school or any of its classes. It also includes fund raising activities sponsored by a school or district sanctioned student extra-curricular activity, co-curricular activity or student enrichment activity. It does not include fund raising activities by parent groups, booster clubs, non-sanctioned student interest groups or activities, or other third parties.
- C. “Sponsor” shall mean the following persons:
 - 1. The principal or site administrator for all-school activities;
 - 2. The teacher or identified member of a team of teachers for classroom activities;
 - 3. The coach or faculty advisor for the extra-curricular activity, co-curricular activity or, if one has been appointed, the faculty advisor for a student enrichment activity.
 - 4. An adult person approved for this purpose by the Principal or site administrator for sanctioned student enrichment activities that lack a permanent coach or faculty advisor.

Legal References:

42 USC 1751 *et.seq.* (Child Nutrition Act)
7 CFR §210.11 (Competitive Food Services)
Minn. Stat. §123B.36, Subd. 5. (School Stores Permitted)

Cross References:

MPS Policy 1060 (Flyer Distribution)
MPS Policy 1070 (Poster Display)
MPS Policy 1100 (Advertising in the Schools)
MPS Policy 1302 (Corporate Involvement in the Schools)



MPS Policy 1580 (Soliciting Funds, Peddling and Canvassing from School Personnel/ Students on School Grounds)

MPS Policy 3000 (Code of Ethics)

MPS Policy 3260 (Advertising/ Selling Merchandise...)

MPS Policy 3280 (Gifts, Grants and Bequests)

MPS Policy 3405 (Classification of Accounts)

MPS Policy 3410 (Athletic Fund)

MPS Policy 3450 (Monies of School Buildings)

MPS Policy 5200 (City-wide Discipline)

MPS Policy 5201 (Bullying and Hazing Prohibition)

MPS Policy 5490 (Organizations)

MPS Policy 5491 (Equal Access to Facilities)

MPS Policy 5530 (Management of Student Funds)

MPS Policy 5580 (Financial Profit)

MPS Policy 6230 (Field Trips)

MPS Policy 6412 (Paperbound Books)

MPS Policy 6524 (Student Publications)

MPS Regulations 5560 A (Definitions – Student Activities)