



5540

Fundraising

Policy 5540

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I. PURPOSE

Minneapolis Public Schools is proud of the support that our community, parents and staff give to our students and schools through their generosity of time, talents, donations and efforts. Funds raised and time and talents donated enrich and empower learning - leading to academic support and success. Because students are required to attend school, and because our primary purpose is the education of those students, it is essential that school and district fundraising activities be limited so as not to interfere with that primary purpose. It is essential that fundraising activities of schools, student groups and employees conform to this purpose, and to all federal and state laws governing the holding and use of funds raised. Potential donors should be assured that their generosity will be directed to the goals of the district, or according to the information included in the solicitation. The taxpayers of Minneapolis should be assured that fiscal responsibility is being demonstrated. The purpose of this policy is to establish the parameters for fund raisers sponsored by the district, a school or student activity groups. This policy does not apply to third party organizations that may choose to fundraise for the district, specific schools, programs or activities.

II. SCHOOL FUNDRAISING

- A. The Superintendent may provide coordination of fundraising activities throughout the school district as deemed appropriate for the orderly operation of schools and meeting district academic guidelines.
- B. The sale or advertising of merchandise in the school buildings or upon the school grounds or as a school project for money-raising purposes may be limited by the Principal or Site Administrator as to number and time of year.
- C. Students in the schools shall not be used to advertise or distribute any particular brand name or to promote the sale or use of products of any company so advertised. The collection, by the school, of coupons or labels which serve to promote the sale or use of certain brands or products is prohibited.
- D. Requests for all-school fundraising projects must be approved by the school Principal or Site Administrator prior to commencement.
- E. Contracts for fundraising purposes must be executed by the Board of Directors, or under delegation of authority from the Board of Directors.
- F. Fundraising projects that do not involve the entire school shall be proposed to the Principal by the teacher or teachers whose classes, student activity, or group will



participate. The Principal may approve or deny the proposal based on the following factors:

1. The scope of the fundraising project; including length of time, items sold, or method of solicitation;
2. The number of fundraising activities entered into by classes, groups or others that affect the school and its students during the school year;
3. The appropriate nature of the fundraising activity given the age and understanding of the students involved.

G. Fundraising activities should primarily be done outside of school hours.

H. Door-to-door fundraising activities shall be of a limited nature.

I. Any fundraising activities permitted during the school day should be limited in number and should not be in conflict with federal or state regulations relating to the school nutrition services programs.

II. FUNDRAISING FROM DISTRICT STAFF

- A. The Superintendent may authorize solicitation of funds or pledges from district employees on an annual basis by organizations authorized to do so by the Superintendent or Superintendent's designee.
 1. Such solicitations shall be based on cost efficiency of means.
 2. Funds collected or pledged via payroll deductions shall be sent to the authorized fiscal agent or central headquarters of the respective approved organizations.
 3. Employees shall exercise freedom of choice in choosing to donate or pledge, and may choose between various approved organizations.
- B. In addition to the annual charitable giving program referenced above (§ II.A), the Superintendent may authorize additional charitable giving campaigns that solicit donations from staff in response to natural disasters, for the purpose of supporting health research, or other charitable purposes so long as the campaign does not inure to the benefit of an identifiable student or employee of Minneapolis Public Schools.
- C. Employees may passively raise funds for other charitable organizations so long as district resources are not used in the fundraising effort.

III. STUDENT ACTIVITY FUNDRAISING

- A. Fundraising activities must be approved by the staff advisor of the student activity group and forwarded to the Principal or Site Administrator for approval.
- B. The Principal or site Administrator shall approve or reject the application of any student group, whether co-curricular or extra-curricular, including athletics, for any fundraising activity taking place on school grounds or in the school name. No fundraising activities may commence prior to approval.



- C. Participation in non –approved fundraising activities shall be considered a violation of district policy.
- D. Fundraising activities must be conducted in a manner that will not result in embarrassment or harassment of individual students, employees, the school or the District.
- E. Students participating in fundraising activities are expected to appropriately represent their activity, their school, the district and their community. All district policies regarding student conduct and discipline apply to fundraising activities.
- F. Contracts for fundraising must be executed by the Board of Directors, or under delegation of authority from the Board of Directors.

IV. EXCEPTIONS

- A. **School stores.** Schools may operate school stores which offer for sale to students or employees simple school supplies and items emblematic of the school under the permission and supervision of the Principal or Site Administrator. Such stores shall not be considered to be a school-wide fundraising project under ¶ II.A.
- B. **Charitable Giving Campaigns.** Principals may authorize charitable giving campaigns that solicit contributions from students in response to natural disasters or for the purpose of supporting health research, or other charitable purposes so long as the campaign does not inure to the benefit of an identifiable student or employee. It is preferred that such charitable giving campaigns concentrate on non-monetary contributions, such as food, used or new toys and clothing. Monetary contributions should be limited to small-value coin collection. Prior parent notification is required for any charitable solicitation from students. Participation must be completely voluntary and not tied to any extrinsic reward system.
- C. **Concessions.** Concession sales connected to a student activity or student performance may be conducted with the permission and under the supervision of the Principal or Site Administrator.
- D. **Student product sales.** Schools may conduct sales of articles that are wholly or in part the product of students in a recognized activity of the school for general, activity or charitable giving fundraising purposes. Such sales shall be approved in advance by the Principal or Site Administrator, and conducted under her or his supervision.

V. RESPONSIBILITY

- A. This policy applies to all employees and students of the district.



- B. The Superintendent may promulgate regulations for the implementation of this policy.
- C. Teachers, Student Activity Advisors and Coaches are responsible for following the appropriate financial accounting requirements for funds raised through classroom, group or team activities. The sponsoring employee is responsible for obtaining permission, instructing students regarding fundraising activity conduct, and reporting the results of the activity to the Principal.
- D. The Principal or Site Administrator shall review fundraising requests with the School site council for input on the number of fundraisers to be conducted throughout the school year.
- E. The Principal or Site Administrator is responsible for reporting to the appropriate Associate Superintendent of all fundraising activities approved on an annual basis, or as directed by the appropriate Associate Superintendent.
- F. The Associate Superintendent is responsible to report to the Superintendent on fundraising activities conducted in the schools under her or his supervision.
- G. The Superintendent shall make fundraising information available to the Board of Education upon request of the Board.
- H. The Superintendent may designate a joint labor-management committee to establish parameters for employee giving within the terms of this policy.

Legal References:

42 USC 1751 *et. seq.* (Child Nutrition Act)
7 CFR §210.11 (Competitive Food Services)
Minn. Stat. §120A.20 (Free Education – Age Limitations)
Minn. Stat. §123B.09 Sub. 8 (Duties of the School Board)
Minn. Stat. §123B.36, Subd. 5 (School Stores Permitted)
Minn. Stat. §123B.29 (Sale at Auction)

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 1310 (Parent-Teacher Association, . . . and other School-Community Organizations)
MPS Policy 1580 (Soliciting, Peddling and Canvassing on School Grounds)
MPS Policy 3000 (Code of Ethics)



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

MPS Policy 3280 (Gifts, Bequests and Grants)

MPS Policy 3405 (Accounting)

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 5580 (Financial Profit)

MPS Policy 6230 (Field Trips)

MPS Policy 6412 (Paperbound Books)

MPS Policy 6524 (Student Publications)

MPS Regulation 3405 A (Student Activity Accounts)