

Lake Station Community Schools

Bylaws & Policies

5830 - STUDENT FUND-RAISING

The School Board acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund raising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund raising by students in school, on school property, or at any school-sponsored event only when the profit there from is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, those whose funds are managed by the Corporation, may be permitted in school by the principal. Such fund raising off school grounds may be permitted by the Superintendent.

Fund raising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

In compliance with I.C. 4-32-9-34, no student under the age of eighteen (18) may play, participate in, or sell tickets for any of the following types of fund-raising events - bingo games, charity game nights, raffles, door prizes, fund-raising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like.

All other fund raising shall be done in accordance with Board Policy [9700](#).

The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. ensure proper supervision of students during such activity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

Lake Station Community Schools

Administrative Guidelines

5830 - STUDENT FUND-RAISING

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

- A. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on Corporation premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not affect adversely his/her school work and other school responsibilities.
- D. No student of any age may participate in off-Corporation fund-raising activities without proper supervision by approved staff or other adults.
- E. No student group or volunteer group which uses students may conduct more than two (2) fund-raising activities in a semester at the secondary level or more than one (1) major fund-raising activity per year at the elementary level..
- F. In accordance with Board policy, each fund-raising activity must be approved by the principal if occurring on Corporation premises and by the Superintendent if occurring off Corporation property. (See [Form 5830 F1](#).) In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
- G. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resalable can be returned for full credit. The Corporation will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- H. The staff member in charge should establish procedures to ensure that all merchandise is stored, distributed, and accounted for properly.
- I. Upon completion of a fund-raiser, a final report is to be submitted to the principal within thirty (30) days. (See Form 5830 F3) The report should state:
 - 1. cost of items or merchandise;
 - 2. amount of money projected and amount of money raised;
 - 3. any differences between the actual activity and the planned activity;
 - 4. any problems that occurred and how resolved;

- 5. when and where funds were deposited;
- 6. if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items.
- J. No staff member is to accept any special gifts or bonuses of more than nominal value offered by an outside supplier or vendor for any reason or purpose.
- K. Fund-raising activities will not be permitted if they interfere with the Corporation's educational program on nutrition.
- L. No house-to-house canvassing is allowed by any student for any school or school-related purpose.
- M. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- N. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.