

Sparta Area School District

Article 518 - Fund-Raising Activities

The administrative staff is charged with the responsibility and authority over all fund raising activities in the Sparta Area School District. The Activities Director provides a coordination of fund raising activities and will maintain a calendar of all fundraising activities. The guidelines below are not intended to pertain to adult groups such as: Parent/Teacher Groups, Music Parents, Booster Clubs, The Alumni Association, etc., but do retain control of activities when they may reflect on Sparta Area School students and staff or their activities. The guidelines will be applied to student groups and staff groups as follows:

The group desiring to have a fund raising activity should be a building, District or student organization.

Any funds raised should be used by, and for pupils directly under their right to participate in expending of funds in a student activity account.

Consideration should be given to "in house" sales where the students will conduct sales within the building among their peers. School organizations should make an effort to first work with local merchants and vendors before contracting with outside businesses for fundraising projects. Competition with merchants in the community should be minimal. Encouragement will be given to fund raising activities that involve the sale of services to community members.

Door-to-door types of sales will be discouraged. Persons solicited have the right to make direct contributions to a group rather than purchase items. Notice of this direct contribution option will be included with any printed fund raising material.

Purchasers and contributors will be instructed to use checks made out to the school or school organization, not to the solicitor.

Organizations shall submit an application on forms available to each school office for fund raising activities and receive approval from the Activities Director to be added to the calendar of fundraising activities.

Organizations desiring to employ the same fund raising methods or products will apply to the Activities Director and, if appropriate, the franchise will be granted on the basis of need, merit, ability to perform, etc. It will be decided by the administration which organizations will get the receipts from programs and concessions at athletic contests.

An appeal of the administrative staff's decision may be made to the Board of Education.

General Governing Rules

1. All funds originating from a school sponsored fund raising activity under the direct supervision of an agent of the Sparta Area School District, shall become the property of the Sparta Area School District, and are subject to the control and discretion of the Board (through the administrative staff) as to their use and distribution.

2. The building principal/designee will be consulted when school activities are contemplated by school related organizations and prior to fund raising planning. Those organizations which have been classified as school related, include but are not limited to the following:
 - A. Educational Foundations
 - B. Booster Clubs
 - C. Music Parent Groups
 - C. Parent/Teacher Groups
 - E. Student Exchange Groups
 - F. Civic Groups
 - G. Alumni Groups

District staff involvement in fundraising activities for groups listed above should be minimal during their contracted work time.

3. An elementary or middle school activity group shall have no more than one major fund raising project per year. A middle school activity group may have smaller individual activity fund raisers up to 5 per year, but limiting the activity to no door-to-door sales. Generally a high school activity group shall have only one major fund raising project per year. The definition of a major fund raising project is one which goes beyond the school building's attendance area or population.
4. The building principal may approve a sale which is to be conducted in the school or among families of students who attend that school. Sales should not be designed to put students under pressure.
5. A sale which is proposed to go beyond the attendance area of the Sparta Area School District, must have the permission of the Superintendent or his/her designee.
6. Parents/guardians of students under the age of 12 or below grade seven will be provided a form to use to direct the school to exclude their child from a fund raising activity.
7. When participating in fund raising activities outside of school, students under the age of 12 or below grade seven must be physically accompanied by a parent, designee of a parent, or a person at least 16 years of age or older designated by the parent.
8. Fund raising organizations have no authority to direct a coach, music director, advisor, or teacher of an activity or event in any of his/her duties or the development of program content offered by the Board.
9. The fund raising organization cannot give the coaches, music directors, advisors, or teachers a petty cash type fund or miscellaneous fund to use at his/her discretion.
10. Administrators shall minimize the use of instructional time for fund raising promotions and other related activities. All activities involving students shall be in compliance with and supportive of all policies, rules and regulations established by the Board and/or administration.

11. No district employee may receive for his/her personal benefit, anything of value from any person other than his/her employing school district for selling, promoting the sale of, or acting as an agent or solicitor for the sale of any goods or services to any students while on the property of the school district, at any activity sponsored by the district, or as part of any school sponsored club, group or activity.
12. No individual student may be compelled to solicit or meet any kind of quota in a fund raising activity, although building, team, or group goals are acceptable. Solicitations for a fund raising activity by students must be on a completely voluntary basis.
13. All groups, whether they be student or parent, are encouraged to work with local merchants and utilize local merchandise if it can be obtained in the same cost effective manner.
14. Candy and other food items of minimal nutritional value and intended for student consumption during the school day or on busses, may not be sold as a fund raising activity. Candy is defined as any food product that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose [dextrose], high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar [sucrose], or syrup) listed as one of the first two ingredients.

Legal Reference: Wisconsin Statute 103.23

Cross Reference: Article 154 – Safeguarding of Cash
Article 700 – District Wellness Policy
Administrative Rule 518 – Fund Raising Guidelines
Fund Raising Report Form
Fund Raising Approval Form
Participation Permission Slip

Approved:

Revised: December 20, 2005
November 24, 2009
January 28, 2014
May 23, 2017

**Sparta Area School District
Sparta, WI 54656**

Permission to Participate in Fund Raising Activity

Article 518 of Board Policy governs fund raising activities of students. Here are a few of the guidelines:

- When participating in fund raising activities outside of school, students under the age of 12 or below grade seven must be physically accompanied by a parent/guardian, designee of a parent/guardian, or a person at least 16 years of age or older designated by the parent/guardian.
- Door-to-door types of sales will be discouraged.
- Persons solicited have the right to make direct contributions to a group rather than purchase items.
- Parents/guardians of students under the age of 12 or below grade seven will be provided a form to use to direct the school to exclude their child from a fund raising activity.

Our school is planning to have a fund raiser. The activity is described below. If you do not want your child to participate in this activity please indicate your lack of consent on the lower portion of this form and return it to your child's teacher before the date indicated for the fund raiser to begin. If you have questions or concerns, please direct them to your child's principal.

Thank you!

Fund Raising Activity _____

Funds to be used for _____

Fund raiser begins on _____ and ends on _____

Student's Name _____

_____ My child does NOT have permission to participate in the fund raising activity indicated above.

_____ My child does NOT have permission to participate in the fund raising activity indicated above, however I am choosing to make the enclosed donation.

Parent Signature _____ Date _____