

FUND RAISING & FUND MANAGEMENT

The Board believes that it is poor policy to solicit money from the general public or from students in order to meet the needs of the schools. It shall be the policy of the Board to familiarize the constituency of the district with the needs of the schools and to request that the taxpayers pay sufficient taxes to provide for the school programs.

The Board, however, realizes that educational funding is frequently insufficient to meet all of the needs of the students. Consequently, certain valuable learning experiences would not be possible without the generous support of the community. The Board genuinely appreciates the financial support that is received in behalf of the students. The Board authorizes the educational staff to solicit and accept gifts with the approval of building administrators when such gifts are needed and are consistent with the mission, beliefs, objectives, and strategies of the Brookings School District. The Board encourages building administrators to make the superintendent of schools aware before major gifts are accepted.

In addition, the Board recognizes that certain co-curricular activities, clubs, and organizations receive either partial or no direct financial support during the budgetary process. Therefore, the Board shall permit students and booster organizations to engage in fund-raising to support certain approved student activities, providing the following guidelines are followed:

1. Fund-raising activities should not interfere with the educational process by placing an undue burden on the school time of students, teachers or administrators. Fund-raising activities which require an excessive amount of school time will be denied by the building administrator.
2. Student contributions of time, labor, and money shall be voluntary, and shall not be associated with the privilege of participating in a student activity. Participation in certain events, however, may require student contributions (i.e. marching band tour).
3. Student participation in fund-raising activities requires prior approval by building administrators. Requests for students to participate in fund-raising activities or solicitations must be justified on the basis of the educational, civic, social or ethical development of students. Fund-raising activities, designed to promote or advertise an ideology are not to be allowed.
4. Because all fund-raising activities are identified with the district and its programs, all fund-raising projects (either school or booster sponsored) must be approved in advance by both the organizational advisor and the administrator in charge of the specific activity. Approval will be based upon the intended usage of the revenue, the nature of the fund-raising activity, and the degree to which a proposed activity fulfills the purposes of the organization.
5. When students are involved in a fund-raising activity, all revenue must be promptly deposited in the appropriate activity fund **through the business office**. Reserves shall be limited to balances necessary to begin the following year's operations, unless a long-range, major project/trip has been approved by building administrators. Monies raised by student organizations must be expended solely for the benefit of students.

6. If a designated gift is accepted, it must be expended according to the donor's wishes. Acceptance of a gift or fund-raising revenue, however, does not entitle the donor or benevolent organization to a position of influence, preferential treatment, or decision-making authority.
7. When appropriate, the faculty advisor may be required to submit for approval a yearly budget, listing proposed activities and projected revenue and expenditures.
- 8. All fund-raisers by school district employees must have prior approval by appropriate Administrators or Supervisors.**
- 9. All district employees must fill out a "Brookings School District 5-1 Fund-raising Proposal" prior to doing a fund-raiser activity.**

In order to properly receive and disburse gifts and fund-raising revenue, the Board authorizes the establishment and maintenance of separate Trust and Agency accounts which shall be the only authorized depository fund for student activities, clubs, and organizations. A building administrator shall be responsible for the proper administration of the financial activities of each student activity account in accordance with the provisions of state law and appropriate accounting practices and procedures. All payments made from the Trust and Agency Funds shall have the prior approval of the faculty advisor and the appropriate administrator. The annual district audit shall include an audit of student activity funds. Payment for the audit shall be made from district funds.

Student Activities Fund Management 5135 Adopted 8/13/73

10/23/93 Revision

1st Reading: 5/9/94

2ND Reading/Adoption: 6/13/94

11/05/07 Revision

1st Reading: 11/12/07

2ND Reading/Adoption: 12/10/07

**BROOKINGS SCHOOL DISTRICT 5-1
FUND RAISING PROPOSAL**

**All fundraisers by school district employees must have prior approval.
All funds must be deposited in district accounts through the business manager.
(Please print)**

School District Employees involved with the project. (How?) _____

Activity Group _____ Trust & Agency Account _____

The organization or class of the Brookings School District 5-1 plans to solicit money by conducting the following project: _____

How will the revenue be used? (Note: All participants in a fund-raising activity should be prepared to answer this question if asked by patrons of the school district.) _____

Description of the project (attach copies of contracts, agreements): _____

How will the organization/participants benefit? _____

Beginning date of project _____ Ending date of project _____

Total project **revenues** anticipated: \$ _____

Total project **cost** anticipated? _____

Will School District Students be involved with the project? (If yes, how) _____

Are student contributions of time, labor, and money voluntary? _____

Will a booster group be involved (specify)? _____

Will the fundraiser interfere with the educational process by placing an undue burden on either the advisors' and students' school time? (elaborate if school time is involved) _____

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Advisor/Activities Director Signature

Date Submitted

Project School site Principal Signature

Date

School District Business Manager Signature

Date

Superintendent of Schools Signature

Date

*Complete and submit to the Business Office prior to beginning the fundraiser activity.